

Thurmont Police Department
Job Description

Secretary

Kind of Work:

This position is primarily data entry, responsible for the daily entry of various citations, reports, equipment repair orders, and parking tickets into the in-house computer record keeping system. Other responsibilities include filing, answering inquiries from the public and distribution of reports. Supervision and direction is received from the Deputy Chief of Police.

Examples of Work include but are not limited to:

- Enters data timely and accurately into the Department's in-house computer record keeping system.
- Makes appropriate transmittals and forwards to appropriate agencies.
- Copies and distributes reports to other appropriate agencies as required and to the public when releasable.
- Files reports appropriately.
- Answers public inquires concerning reports in person, by mail, and by telephone.
- Answers incoming calls and directs callers to proper location.
- Maintains issuance ledgers on citations books and order of suspension books.
- Maintains inventory and supply of all issued citation books and order of suspension books.
- Maintains inventory and supply of all Department forms and documents.
- Release and maintain officers' report requests for court.
- Performs criminal record checks for authorized government and law enforcement agencies as requested.
- Enters vehicle gas receipts and creates monthly gas reports.
- Performs outside requests for Department accident reports.
- Enters and files Department invoices into appropriate spreadsheet.
- Performs other duties as assigned.

Qualifications and Requirements:

- High School graduate or equivalent.
- Minimum typing speed of 35 words per minute.
- Ability to work with sensitive information and maintain confidentiality.
- Ability to work independently and to complete assigned duties with minimal supervision.
- Ability to learn to use on-line equipment and systems assigned to the Department.
- Ability to effectively relate to and communicate with co-workers and the general public.
- Knowledge of Department's policies and procedures.

- Satisfactory completion of background investigation, medical examination, and drug testing.
- Possession of a valid driver's license.
- Capable of working varied hours and weekends.