

SECRETARY I

The City of Harrisburg is seeking qualified applicants to fill the position of Secretary I in the Department of Public Safety, Bureau of Police. Secretary I is a non-uniformed, entry level position responsible for performing varied secretarial, typing, word processing, filing, copying, and other clerical duties as required. This position is accountable to and reports directly to the Captain of Uniformed Patrol or the Chief of Police. Duties and assignments are received from personnel requiring the need for secretarial services.

Minimum qualifications include a high school diploma, or equivalent; one (1) year of experience in the clerical field involving computers; and the demonstrated ability to type 45 or more words per minute. However, other equivalent combinations of experience and training which provide the required knowledge, skills and abilities may also be considered.

We offer a competitive salary package (\$33,292.72 which increases to \$39,167.91 after six months) plus excellent fringe benefits.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history, without delay, to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov **(electronic submission preferred)**

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov/careers/

Job Title**Grade 5**

Secretary I
Department of Public Safety
Bureau of Police

Definition

This is a non-uniformed secretarial position responsible for the preparation and correlation of letters, memoranda, reports, and other documents. Accountable to and reports directly to the Deputy Police Chief or the Police Commissioner. Duties and assignments are received from personnel requiring the need for secretarial services.

Equipment/Job Location

Work is performed at the McCormick Public Services Center. Work involves the use of the following machines/tools: computer, telephone, typewriter, transcribing equipment, calculator and copier. Duties are typically performed weekdays from 8:00 a.m. - 4:30 p.m.; however, employee may be required to work nights, weekends and holidays.

Essential Functions

Work involves, but is not limited to, the following: performs varied secretarial, typing and clerical duties including operation of a personal computer and word processing equipment and does related work as required. Type letters, memoranda, accounting and financial statements, lists, reports, statistical tabulations and data, forms, technical reports, vouchers, requisitions, purchase orders, violation notices and miscellaneous material. Transcribes various material from dictating equipment. Takes in-person statements from witnesses, victims and suspects directly on the computer as necessary. Serves as a receptionist, answers telephone, takes and forwards messages for Office of the Police Chief employees and gives general information in response to public inquiries. Sorts, indexes and files material alphabetically, numerically and geographically. Reads and routes incoming mail and assembles files and other materials to facilitate reply by a supervisor. Data enters documents into computer system in a prompt and efficient manner. Operates an adding machine, calculator, copier and other office equipment. Prepares and processes requisitions and expense vouchers. Prepares brief replies to inquiries. Maintains regular, punctual, and predictable attendance. Reports to work and remains at work in a productive condition which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

Non-essential Functions

Assembles a variety of data from office records for incorporation into various reports. Computer data entry for various systems within City Government. Performs other reasonably related duties in equal or lower classifications as assigned by supervisory personnel. Performs work as directed by supervisors in accordance with Article XXX, Job Classifications, Section 1 of the Basic Labor Agreement.

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Required Knowledge and Abilities

- Good judgment in the application of prescribed procedures and methods to routine matters.
- Good knowledge in operation of word processing programs and of office terminology, procedures and equipment.
- Proficient in grammar and spelling.
- Ability to transcribe machine dictation at an average rate of speed.
- Ability to work with the general public in a courteous and tactful manner.
- Ability to make minor decisions in accordance with laws, ordinances, regulations and established policies.
- Ability to understand and follow instructions.
- Ability to maintain confidential records and reports.

Qualifications

High School diploma or equivalent.

At least one (1) year of experience in clerical field involving computers.

Ability to type 45 or more words per minute.

Any acceptable equivalent combination of training and experience which provides the required knowledge, skills, and abilities.