



Savannah State University Position Description – Senior Secretary

POSITION DESCRIPTION

Position Title: Senior Secretary FLSA Status: Non-Exempt
Reports to: Chief of Police
Department: Public Safety
Date Prepared: June 4, 2008 (Revised)

BASIC FUNCTION

To provide the first response to the University community by dispatching police officer to the location where assistance is needed and maintaining a record of all requests and dispatches. Type warrants, reports, requisitions, file folders, letters and compose and update forms on the computer for public safety, Process the time sheets and time cards, inventory equipment and update files. Process the GCIC Uniform Crime Reports each month, Clery Act and Student Right to Know. Continue to fulfill the duties and responsibilities of an Administrative Secretary.

NATURE & SCOPE

Reporting to the Chief of Police, this position provides critical support to the entire Public Safety effort at Savannah State University.

By keeping track of incident reports and typing warrants, the incumbent is well prepared to report all incidents to GCIC each month by preparing the Uniform Crime Reports.

By ensuring that all employees are made aware of Standard Operating Procedures and General Orders, the incumbent plays a critical role in the effective communication within the unit

Organize and monitor training sessions for all sworn and non-sworn personnel.

Background checks are also conducted by the incumbent on prospective employees and suspects identified in investigations. This position provides clerical support as needed.

PRINCIPAL ACCOUNTABILITIES

- Prepares Uniform Crime Reports (report all incidents to GCIC each month.)
- Prepares Case Report (maintains incident reports and type warrants.)
- Prepares and communicates SOP's and General Orders.
- Conducts criminal history checks on perspective employees/suspect.
- Type all checks and purchase requests, including monitors and track the department budget spending.
- Prepare and make travel arrangements for the Chief of Police.
- Monitor the Chief of Police direct telephone line and schedule meetings and appointments as needed.
- Prepare and maintain the Chief of Police calendar.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires vocational/ technical school or combined clerical experience. Applicant must have excellent customer service skills and high professional standards, including the ability to maintain confidentially of highly sensitive information.

