

The City of Renton is accepting applications for

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## **POLICE SECRETARY (CIVIL SERVICE)**

(Represented by Renton Police Officers' Guild)

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**Salary Range: \$2,843 to \$3,901 per month**

**Date Opened: April 26, 2007**

**Date Closed: May 10, 2007**

### **APPLICATION PROCEDURE**

To be considered for this position in the Police Department, complete and return a **City of Renton Civil Service Application** and a completed **Skill Inventory Sheet** on or before 5:00 pm on the closing date to HR & RM, 1055 South Grady Way, Renton, WA 98057. **Postmarks are not accepted.** Applications that are faxed or emailed will not be accepted.

**Applications may be obtained by using the following options:**

- Download an application from the City's website, [www.rentonwa.gov](http://www.rentonwa.gov). Click on "City Jobs Available";
- Request an application via email at [lgibbon@ci.renton.wa.us](mailto:lgibbon@ci.renton.wa.us);
- Visit the Human Resources & Risk Management Department on the seventh floor at City Hall; or
- Call 425.430.7650.

### **NATURE OF WORK**

Under the direction of the Police Manager or an assigned supervisor, perform a variety of clerical, and public relations duties in support of office activities; type and process records, reports, memoranda and correspondence; process purchase requisitions, orders, budget documents, payroll and other financial data. This position requires working directly with the Jail staff to track inmate movement between facilities.

### **REPRESENTATIVE DUTIES**

- Perform a variety of secretarial, clerical, and public relations duties for the Police Department division to provide support and coordinate office clerical activities. This position will primarily involve working with the Jail staff, to include tracking inmate movement between facilities.
- Perform a variety of research and assist the supervisor with special projects as assigned; coordinate communications with other departments, agencies and cities as assigned.
- Track office projects and maintain related files and records; develop and maintain extensive filing systems, including computer files and personnel rosters; receive and track fees and monies for bail and concealed weapon permits.
- Process purchase requisitions and orders as needed; determine and order office supplies and equipment according to established guidelines; maintain budget and other financial records and files.
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- Answer telephone calls for supervisors and staff; respond to questions from the public; explain programs, policies and procedures within the scope of authority; provide information of a general or specialized nature; schedule appointments and meetings; take messages and refer callers to the appropriate person or department as necessary.
- Maintain a variety of records according to established procedures; check reports, records, and other data for accuracy, completeness and compliance with established standards; prepare reports for payroll and petty cash records for the department.

- Provide staff support to committees; prepare reports, correspondence, minutes and other appropriate materials according to decisions and approved actions.
- Operate office equipment and computers.
- Receive, sort, open and distribute mail.
- Train and provide work direction to others as assigned; coordinate the work of volunteers; assist and back up other secretarial staff as necessary.
- Develop new computer applications and programs; assist others with hardware and software usage, including installation and maintenance; answer questions relating to word processing requirements.
- Develop new systems and procedures as a result of new policies or directives, including accreditation or routine research and analysis; assist with implementation after securing approval

**Representative duties are intended to present the essential duties performed by employees in this class and may not reflect all the duties performed on the job.**

### **WORKING CONDITIONS**

Work is performed in a police office environment.

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to graduation from high school including or supplemented by secretarial training and two years of increasingly responsible clerical or secretarial experience.

### **LICENSES AND OTHER REQUIREMENTS:**

Some positions in this classification may be required to possess a valid Washington State driver's license or other special certification such as ACCESS/WACIC. Stringent personal background investigation, polygraph examination, psychological evaluation will be conducted by a psychologist, and a medical physical, including a drug-screening test.

### **SELECTION PROCEDURE**

- Applicants whose experience and qualifications most closely meet the requirements of the position as determined by the application and answering the skill inventory sheet will be invited to participate in a competitive selection scheduled for **May 23 or May 24, 2007**. The process consists of a keyboarding speed/accuracy test requiring a net score of 45 wpm or better to pass, a beginning MS Word, beginning MS Excel test, and spelling test, each requiring 70% or better to pass.
- The top 12 candidates passing all of the above mentioned tests will be invited to oral board interview, weighted at 100% of the final score and requiring a minimum passing score of 70% to be placed on the eligibility list.
- Following the examinations, a one-year eligibility register will be established based on the rank order of passing scores. Candidates who are placed on the eligibility list may be considered for vacancies occurring within that time period.
- If you are invited to participate in the selection process and need ADA accommodation, please notify HR & RM at the time you are scheduled for testing. Healthcare provider documentation attesting to accommodation requirements shall be required prior to testing.

### **VETERAN'S PREFERENCE**

In accordance with RCW 41.04, veterans who meet criteria for Veteran's Preference and achieve passing scores on competitive employment examinations may qualify to have 5 to 10% added to their final weighted score where a ranked eligibility list is established. If claiming Veteran's Preference, attach a copy of your DD214 to the back of the application. If the selection process does not include a competitively scored examination process with ranking, Veteran's Preference scoring criteria will not be applied. *Equal Employment Opportunity-6/07/llg.*