



Southern Clarion County Regional Police Department

**SOUTHERN CLARION COUNTY
REGIONAL POLICE DEPARTMENT**
220 Broad St. New Bethlehem, PA. 16242
P: 814.275.1180 | F: 814.275.2963
police@SCCRPD.com | www.SCCRPD.com

ADVERTISEMENT FOR HIRE

The Southern Clarion County Regional Police Department is seeking a part-time secretary.

- Part-time: Up to 27 hours per week @ \$12.50 / hour

The hiring process for this position will consist of a review of the applications and resumes, in-person interview, a thorough background investigation, and a medical examination with drug screening. The hiring process is expected to take 2-4 weeks. Applicants that are not selected may reapply for any future openings and shall be evaluated as a new applicant. Applicants who reapply shall not be subjected to any discrimination or bias due to their past performance in the hiring process.

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Receive telephone calls and visitors to department. Screen for nature of business and refer to administrative superior or properly direct inquiry, to include initiating calls for police service. Answer routine and varied inquiries based on knowledge of department operations relative to arrest, offense, incident and accident reports; licensing procedures, etc.
2. Type a variety of correspondence, memoranda, forms and reports from written text or dictation recording equipment; type material in final form assuring spelling, grammar and punctuation are correct. Review reports submitted by police officers to ensure format, content, and accompanying paperwork complies with reporting requirements.
3. Utilize the department's numerical filing system for call for service records, reports and identification files, and the archiving of the same. Utilize associated reference files for fingerprint cards, booking photos, licenses, administrative files for memoranda, licensing, etc.
4. Perform routine operational maintenance of office equipment such as computers, copy machines, and printer.
5. Utilize the court management program, ticket program and other specialized computer programs or applications as required to support specific offices, municipalities, or programs within the department.
6. Perform other related duties as required.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:

High school diploma or equivalent supplemented by specialized training in secretarial skills and two-years' experience in secretarial work; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities. Valid driver's operator license.

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KNOWLEDGE, SKILL, AND ABILITY REQUIREMENTS:

- A. Considerable knowledge of modern office practices and procedures. Ability to sit for prolonged periods of time. Ability to work in an environment requiring repetitive hand and finger movements, as well as some full body twisting and turning, and lifting up to 25 pounds.
- B. Knowledge of police operations and procedures as they relate to the duties within the assignment. Knowledge of laws and ordinances as they relate to the assignment.
- C. Considerable knowledge of business English, spelling, arithmetic, and vocabulary.
- D. Ability/skills to type accurately and rapidly.
- E. Ability to effectively prioritize work assignments, ability to effectively review reports and work of others for completeness.
- F. Knowledge, ability, and skills to utilize a computer system and related equipment. Ability to transcribe letters and reports from written or dictated sources.
- G. Ability to effectively communicate orally and in writing and to work in a confidential environment.
- H. Ability to communicate effectively with persons who may display hostile tendencies.
- I. Ability to maintain accurate records and files.
- J. Ability to establish and maintain effective working relationships with co-workers, members of other departments, and the public.
- K. Ability to utilize telephone equipment.
- L. Ability to function effectively within a business office environment.
- M. Ability to multitask.

NEXT STEPS:

Complete employment application and submit to president@SCCRPD.com or postal mail or drop-off to the office of TechReady Professionals, Inc. @ 311 Lafayette St. New Bethlehem, PA 16242.

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