

## **Job Description: SECRETARY II (DPS)**

**CLASS NO.** 401

**EEOC CATEGORY:** Office and Clerical

**PAY GROUP:** 15

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

Provides a broad range of secretarial and clerical duties for the Sergeant and Troopers, including data entry, proofreading, editing, typing, filing, records management, dealing with the public and other police entities, telephone skills, and organizational skills.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Highway Patrol Sergeant
2. Other: Has daily contact with law enforcement officials and employees, county officials, attorneys, and the general public.

### **EXAMPLES OF WORK**

General office duties – answer phone, take messages, typing, filing, e-mails, mail, keep calendar for the Sergeant's duties and deadline for reports, etc. Create data base files for calendars, statistics, logs, etc.

Transcribes, prepares, and/or types reports, complaints, correspondence, forms, reports, and various legal documents.

Greets the general public within the office or over the telephone and answers questions, provides information, or directs individuals to the proper person as necessary.

Performs general clerical duties including but not limited to: filing, faxing, copying, and maintaining files.

Receives money and issues receipts for the sale of accident records and makes daily bank deposits.

Processes incoming mail and mails necessary forms for daily functions.

Prepares various daily, weekly, and monthly reports as required.

Serves as Notary Public to local officers.

Accident Reports – proofread, type, prepare supplements, keep a tracking log of all accident reports, keep a separate Fatal Accident Log, prepare monthly summaries for DPS District Office, sell accident reports, prepare remittance reports and send money to Central Cash Receiving in Austin, copying and distribution of reports to DPS District Office.

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
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## **CLASS NO. 401 (Continued)**

Case Reports – proofread and editing, typing for some Troopers, copying, prepare complete file for distribution to appropriate offices (County Attorney, District Attorney’s office, DPS District office, Troopers, and office file), keep a tracking log of when cases are made, turned in and presented to the County Attorney or the District Attorney’s office.

Crime Lab Reports – when received make sure they are distributed to Trooper, office file and County Attorney or District Attorney’s office.

Tickets – prepare tickets for distribution to JP offices making sure accident reports with tickets are sent to the appropriate JP, mail tickets to violators in some instances. Track dispositions for misdemeanors and felonies to present to DPS District Office.

Open Records Requests from the Office of General Counsel-DPS – work with Trooper in compiling materials requested, both written and visual, preparing billing information, and distribution, as well as remittance reports.

Personnel – keep time records for Troopers; prepare HR 20 and HR 94 cards when needed, keep local personnel files up to date.

Assist Sergeant in – maintaining Entrusted Property Log, distribution of memos, schedules, and legal information to Troopers, and other matters as he requests.

Office supplies – keep up with this and order when needed.

Keep Criminal Interdiction Log – this is for large drug and asset seizure cases.

Performs other related duties as may be assigned.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of pertinent record-retention, record-keeping systems and generally accepted office procedures/practices. Skill in the proper use of English grammar, punctuation, and spelling and in using standard office equipment including a personal computer with word processing and data base software, computer terminal, electric typewriter, calculator, copier, shredder, and facsimile machines. Ability to compose routine business correspondence; perform multiple tasks simultaneously in a timely manner; obtain, record, and disseminate accurate information from telephone conversations; and maintain confidentiality of information encountered in work activities.

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**CLASS NO. 401 (Continued)**

General knowledge of state laws and courtroom procedures. Type accurately at a speed of at least 45 words per minute; operate computer using standard word processing software – Microsoft Word, Excel, Outlook; operate other standard office equipment including copier, adding and fax machines; apply correct business English, spelling, punctuation, and arithmetic; demonstrate proficiency in both oral and written communication; establish and maintain effective working relationships with co-workers, members of various laws enforcement agencies, courts, attorneys, county officials, and the general public.

**CERTIFICATES AND LICENSES REQUIRED**

High school graduation or its equivalent (college course desirable), plus at least one year of related legal clerical experience, preferably with a governmental entity; or any equivalent combination of experience and training which provides the required knowledge, skills and ability.

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