

SECRETARY TO TOWN COMMISSIONER OF PUBLIC SAFETY ENFORCEMENT

Department: Public Safety Enforcement

Classification: Exempt

Specification Number: 4240

Approved: 10/12/21

Revised: By JG

MINIMUM QUALIFICATIONS

This position is in the exempt class; therefore, there are no minimum qualifications.

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible exempt class position distinguished by the confidential nature of its duties serving as the Secretary to the Commissioner of the Department of Public Safety Enforcement. The level of responsibility of the duties are considered to be of a substantial and complex nature due to the multi facet scope of the department and the confidential work done in the office of the Commissioner. Personal characteristics, not measurable by competitive examination, such as trustworthiness and compatibility with the department and the Commissioner are essential to satisfactory performance of the job. Supervision may be exercised over some subordinate clerical staff.

TYPICAL WORK ACTIVITIES

- Responsible for typing confidential letters and correspondence;**
- Receives, sorts and prepares incoming mail for the Commissioner's review;**
- Prepares written replies to inquiries from federal, state and local officials, other department heads and the general public as to the operations of the department;**
- Takes minutes and keeps records of confidential investigation meetings.**
- Responsible for office supply inventory and reordering when necessary;**
- Schedules departmental business meetings, takes minutes of meetings, and prepares reports and summaries of business transacted;**
- Responsible for maintaining accurate and up to date files of department activities and correspondence.**
- Performs related work as required by the Commissioner.**

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the philosophy and method of operation of the department; ability to perform office duties in a confidential and responsible manner; ability to communicate effectively, orally and in writing; ability to establish effective working relationships with department heads, federal, state and local officials and the general public.