



DANIEL RIVERA
MAYOR

FRANK BONET
PERSONNEL DIRECTOR

City of Lawrence
Personnel Department
City Hall, Room 303
200 Common Street
Lawrence, Massachusetts 01840

TEL: (978) 620-3060
FAX: (978) 722-9130
www.cityoflawrence.com

EMPLOYEE JOB POSTING

Title: Confidential Secretary – Police Department
Department: Police Department
Pay Grade: \$45,000 to \$55,000 per year
Union: Non-Union/Non-Exempt

Summary Statement of Duties and Responsibilities: Responsible secretary and administrative work assisting the Police Chief to discharge the duties and ensure the efficient operation of the Police Chief's office; employee is required to perform all other related work as required.

Duties

1. Answers questions and furnishes information to the public and to police department employees concerning department policies, rules, and regulations.
2. Screens and takes messages for the Police Chief and routes calls; returns calls received for the Police Chief regarding routine information. Employee is responsible for maintaining the Police Chief's calendar.
3. Ensures the accuracy of department files and materials; maintains highly confidential department files for the Police Chief.
4. Employee files records; orders office supplies; maintains department employee records.

Qualifications

High School diploma or equivalent; three to five- (3-5) years progressively responsible experience in administrative or secretarial work; Associate's Degree in related field preferred; experience working in a police department strongly preferred; or an equivalent combination of education and experience.



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SKA: Skills: Bilingual (Spanish) preferred), proficiency in Microsoft Office, Legal/Paralegal experience a plus.

Posting Date: February 7, 2017

Deadline Date: Until Filled

Appointing Authority: _____

Daniel Rivera, Mayor

**APPLICATIONS ARE AVAILABLE IN THE PERSONNEL DEPARTMENT. A FULL
JOB DESCRIPTION IS AVAILABLE.**

The City of Lawrence is an Equal Opportunity Employer.

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and/or hiring process, please notify the Personnel Director at (978) 620-3060. The decision to grant reasonable accommodations will be made on a case-by-case basis.