San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Secretary, Security/ Police Depart.
Exemption Status/Test: Exempt
Reports to: Chief of Police
Pay Grade: 04
Works with: District Personnel
Days: 226
Dept./School: Police Dept. Office
Date Revised: 08/05/2020

Primary Purpose:

Facilitate the efficient operation of the police department office, providing clerical services to the Police Chief and other staff members.

Qualifications:

Minimum Certification/Education: ➢
High school diploma or GED

Special Knowledge/Skills:
- ➢ Strong computer and secretarial skills. Maintain confidentiality when required

Minimum Experience:
- ➢ One year secretarial experience preferred

Major Responsibilities and Duties:

1. General secretarial duties
2. Maintain efficient filing system for all employees, GREAT Programs, Security Alarm and
3. Campus check forms
4. Prepare payroll/timesheets for security and police officers
5. Compiles and type reports, purchase orders
6. Maintain budgets for all programs
7. Sort, prepare and rout all incoming and outgoing law enforcement paperwork
8. Complete and document TCLEOSE information for all District police personnel
9. Make all travel arrangements for police and security and prepare absence request & reports
10. Compile Uniform Crime Report for Texas Department of Public Safety
11. Compile, organize and distribute case files to District Attorney and other agencies
12. Coordinate court docket and distribute associated paperwork to county courthouse
13. Maintain confidentiality when required
14. Develops forms as needed
15. Compile Uniform Crime Report (UCR) for Texas Department of Public Safety
16. Coordinates all correspondence during emergency situations
17. Maintain and update computer software
18. Maintain all incident and accident reports
19. Prepare statistical forms for all campuses for the superintendent 20. All other duties assigned

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employees Signature: Date

Administrator Signature: Date