



# CITY OF KENT, OHIO

CIVIL SERVICE COMMISSION ■ 930 OVERHOLT RD. ■ KENT, OHIO 44240 ■ 330-678-8101

## THE KENT CIVIL SERVICE COMMISSION ANNOUNCES A COMPETITIVE EXAMINATION FOR THE POSITION OF **Secretary to the Chief of Police**

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<b><u>Written Exam Date/Time:</u></b>	<b>MARCH 13, 2025</b>
<b><u>Written Exam Location:</u></b>	<b>Police Department Community Room 301 S. Depeyster St., Kent, Ohio 44240</b>
<b><u>Pay Range:</u></b>	<b>\$50,647-\$71,836</b>

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*Examination will be used to establish an eligible list for the classification of Secretary to the Chief of Police.*

**Application:** Applications and information are available online at: [www.kentohio.gov/our-government/job-opportunities](http://www.kentohio.gov/our-government/job-opportunities). Applications may be emailed to [civilservice@kentohio.gov](mailto:civilservice@kentohio.gov) OR returned via mail to Civil Service Coordinator, 301 S. Depeyster St., Kent, OH 44240. *Please note:* that in the event of tie scores on the examination, priority on the eligible list shall be determined by date and time application was filed with the Commission.

**DEADLINE:** A completed Civil Service application must be received by **MARCH 10, 2025 at 4:00 pm.**

**Examination Process:**

The written examination will measure an applicant's knowledge, skills, and abilities as detailed in this posting. The exam is to be administered on **March 13, 2025 at 6pm.** Only those candidates who successfully pass the written examination with a score of 70% or better will be placed on the eligible list.

**Reports To:** Chief of Police

**Summary Description:**

Under general supervision of the Chief of Police, performs advanced and confidential secretarial and administrative functions. Position is responsible for the maintenance and processing of specific Police Department duties within an automated office environment. Serves as an interdepartmental liaison to facilitate an environment that encourages cooperation. Requires initiative and independent judgement to handle a wide variety of work situations often involving highly sensitive or confidential information. Assists all levels of police functions with completion of projects or work as necessary in order to facilitate the Department's established goals/objectives as needed. Completes specialized, complex administrative work in support to the Chief of Police and Police Department. Manages the office environment and provides responsible and professional assistance to the Police Department.

**Essential Functions:**

Serves as a source of information regarding Police Department procedures, programs, and objectives. Interprets this information to staff, general public, and other organizations where independent judgement and knowledge are

utilized. Investigates and follows up on specific requests pertaining to Police Department activities. Organizes lists of reports as frequently as daily for staff distribution. Prepares a variety of complex correspondences, memoranda, and administrative staff reports to include the overtime equalization list and overtime summary report. Maintains and manages frequent communication with staff, public, and outside organizations through various methods. Organizes and records the status of reports within the department as well as those sent to outside agencies and organizations. Maintains data digitally while using internal record management programs. Assists in the creation and edit of official department documents which specifically includes the creation and distribution of notices to those with active arrest warrants.

Position works closely with the Juvenile Unit and Counselor, as well as the Detective Bureau. Assists in compiling confidential information related to juvenile cases, welfare checks, and psychiatric situations. Employee is responsible for the review and process of juvenile reports and records requests. Assists in the review of juvenile cases for possible diversion programs or continued processing through court system. Works with the court system on these forwarded cases. Maintains sensitive documents such as juvenile fingerprint cards and forwards these to the appropriate government agencies as needed. Prepares complex documents such as juvenile criminal complaints for processing. Developments other reports and correspondence as needed for the Juvenile Unit. Resolves administrative issues by coordinating the preparation of reports, analyzing data, and identifying solutions to problems. Works closely with the Administrative Assistant to the Chief of Police in processing department overtime equalization lists. Processes attorney requests for body worn camera footage. Schedules meetings in conjunction with the Chief of Police, Administrative Lieutenant, Detective Bureau Lieutenant, Operations Captain, and Services Captain. Works with the IT Department to ensure all essential supplies related to technology and printers are readily available. Updates forms as requested by the Chief of Police.

Acts as back-up to the Administrative Assistant to the Police Chief as needed. Completes various duties such as payroll in the absence of the Administrative Assistant. Processes adult records as needed in the absence of Records Clerk. Must be willing to take on additional duties as assigned.

**Working Conditions:** The working environment involves exposure to conditions generally found in an office setting; frequent interaction and verbal communication with City staff and the general public. Primary functions require use of office equipment, such as computer hardware and software applications, telephones, multifunctional devices, and other various electronics. Sufficient physical ability and mobility are needed to work in an office setting, including standing or sitting for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift carry, push, and/or pull light to moderate amounts of weight; and to operate office equipment requiring repetitive hand movements and fine coordination; and to travel to other locations using modes of private and commercial transportation. May be required to work evening and/or weekend hours in addition to a regular forty (40) hour work week.

**Necessary Knowledge, Skills, and Abilities:** Must be able to prioritize and manage multiple projects simultaneously; ability to perform self-directed work with little or no supervision; must possess excellent written and verbal communication skills; must be able to establish effective working relationships with coworkers, City officials, and the public; must understand and carry out written and oral instructions; to read and interpret information; and to exercise tact and discretion when dealing with confidential matters and the public. Must possess skills to include proficiency in the use of a personal computer and software applications in the Windows operating system, including Word processing, Excel spreadsheets, Adobe Acrobat, and data management programs; mathematical skills to indicate high school level or equivalent competency; and organizational skills to include the ability to coordinate daily office activities. Ability to develop a working knowledge of department operations and organization structure along with learning standard operating procedures along with new procedures as they are developed.

**Necessary Education, Training, and Experience:** Possess a high school diploma or equivalent and have a Deputy Clerk of Courts license within six (6) months of hire. Three (3) years of progressively responsible experience in secretarial and administrative work involving tasks similar to the previously described duties. Experience in the field of safety is preferred.

**Special Requirements:** Possession of a valid State of Ohio driver's license and driving record sufficient to meet the City's insurance carrier requirements.

**Military Service:** 20% extra credit for an applicant who has completed service in the uniformed services, and has been honorably discharged, or has transferred to the reserve with evidence of satisfactory service, or is a member of the National Guard or a reserve component of the armed forces of the United States who, at the time of the examination, has completed more than 180 days of active duty service pursuant to an executive order of the President of the United States or an act of the Congress of the United States OR 15% extra credit for any applicant who is a member in good standing of a reserve component of the armed forces of the United States, including the National Guard. The applicant must submit proof that the applicant successfully completed entry-level training. Extra credit will be added to a composite score only after a passing score has been attained. **A copy of the applicant's honorable discharge, the DD-214, or certificate of service MUST BE SUBMITTED with the Civil Service Application at the time of applying.**

**Accommodation for Testing:** Persons requesting an accommodation for testing must provide seventy-two (72) hours written notice to the Kent Civil Service Commission to have the request considered.

**Special Note:** In order to be admitted to the Written Examination on March 13, 2025, applicants must present valid photo identification (such as a driver's license). **Only those qualified applicants that have filed a Kent Civil Service Application with the Civil Service Commission by 4:00 PM on March 10, 2025, will be admitted to participate in the examination.**

**Firearms, deadly weapons, and dangerous ordinances are not permitted at the testing site.**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.*

*The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.*