



## CITY OF WASILLA

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### COUNCIL MEMORANDUM NO. 95-48

From: Mayor Stein  
Date: June 5, 1995  
Subject: Police Secretary Upgrade

Chief Stambaugh has asked that the Council and Mayor consider re-classifying the police secretary position from Grade 7 to Grade 9. Comparing the job descriptions of senior secretary (Grade 9) and police secretary (Secretary II Grade 7) demonstrates that the two are closely related and could justify the upgrade.

The present employee would begin at the minimum salary range if re-classified.

Please review the following memo from chief and the attachments.

Council is respectfully asked to approve Resolution No. 95-21 authorizing the upgrade.

  
\_\_\_\_\_  
John C. Stein, Mayor

*filed*

**Wasilla Police Department  
Memorandum**

**Date:** 5-22-95  
**To:** Mayor Stein  
**From:** Irl T. Stambaugh, Chief of Police  
**Re:** Secretary Upgrade

After the recent completion of the salary study it was brought to my attention by Secretary Alsterberg that the Police Secretary II position (Grade 7) and the Senior Administrative Secretary position (Grade 9) were very similar positions based on the job descriptions of both (copies attached).

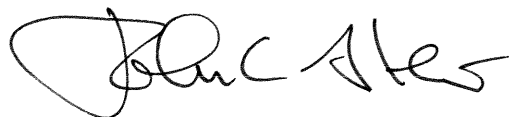
I have since reviewed the job descriptions and agree that they are very similar in their description and duties that are assigned.

As a result of this comparison I feel that Ms. Atsterberg's position should be upgraded from a range 7 to a range 9 at the minimum step in an effort to correct an oversight that occurred during the salary structure assignments.

Thank you for your consideration on this matter.

5/31/95

I endorse this upgrade and will present it to council for action on June 12.



CITY OF WASILLA  
JOB DESCRIPTION  
ADMINISTRATIVE SECRETARY

General Description

Under the general direction of the Mayor and Deputy Administrator, the administrative secretary performs secretarial and administrative duties at the department level and performs specialized duties in support of the City.

The work covers a wide spectrum of secretarial duties and is a highly visible position within the department. The work is often times stressful and requires that independent decisions be made.

Examples of Work

Screens callers and walk-in visitors to determine questions and problems and makes appropriate referrals.

Arranges appointments, maintains appointment schedule. Maintains contact with public and private officials, executives and others to schedule meetings and conferences.

Maintains up-to-date records including filing, typing and processing of correspondence and reports. Maintains files for on-going public works paving and other capital projects.

Use discretion and independent judgment in evaluating information and maintain effective working relations with the public, other government agencies and co-workers on a daily basis.

Performs other duties and special projects as assigned.

Knowledge, Skills and Abilities

Knowledge of principals, practices and procedures of office systems, filing systems and forms of information control, styles of letter writing, grammar, spelling and punctuation, office management and organization and functions including basic research.

Skill in use of various office machines and equipment.

Ability to use tact and discretion, especially in regards to confidential information, while giving out information and referring callers. Ability to communicate effectively.

Ability to work independently, under pressure of time deadlines on a regular basis and with constant public and agency contact and frequent interruptions.

Ability to use computer hardware and software. Working knowledge of the following software: Wordperfect for Windows 5.2 and Microsoft Word for Windows 6.0.

Must possess sound judgment and decision making skills.

Education

Associate Degree in Secretarial Science or equivalent.

Experience

4 Years - Executive Secretary. Ability to operate specific types of office equipment including copy machine, fax machine, computers and other equipment required. Typing speed of 60 wpm required for this position.

Essential Tasks

Ability to communicate effectively verbally and in writing.  
Reach into top drawer of 4-drawer file cabinet.  
Lift and/or move a 25 pound box of forms, paper, etc.  
Read printed documents and forms.  
Extensive filing required.

Hours of Work

8:00 a.m - 5:00 p.m. Daily - 40 hours per week

Starting Pay: 90% of Range 3A

Salary Range: 3

Benefits: Health Insurance, SBS, Annual and Sick Leave, Paid Holidays, PERS, ESC, Worker's Compensation

Supervisor: Mayor

Hiring Authority: Mayor

APPROVED:

\_\_\_\_\_  
John C. Stein, Mayor  
Personnel Officer

Date Approved: \_\_\_\_\_

CITY OF WASILLA, ALASKA

JOB DESCRIPTION

POLICE SECRETARY

**GENERAL DESCRIPTION**

Under the general direction of the Chief of Police, the police secretary performs secretarial and minor administrative duties at the department level, or performs independent specialized duties in support of the department.

The work covers a wide spectrum of traditional secretarial duties and is a highly visible position within the department. The work is often times stressful and requires that independent decisions be made.

**EXAMPLES OF WORK**

Performs the full range of duties associated with positions at the department secretary level.

Drafts responses to routine correspondence.

Collects, furnishes, exchanges, or interprets complex and sensitive information.

Maintains an up to date records section to include the filing, typing and processing of reports.

Ability to communicate with the public, other agencies and co-workers on a daily basis.

Recognizes, evaluates, and implements alternative actions or procedures.

Performs research on a variety of subjects as assigned.

Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of: Principals, practices, and procedures of office systems and functions including basic research principals.

Skill in the use of various office machines and equipment.

Ability to communicate effectively with others.

Must possess sound judgment and decision making skills.

Ability to understand complex human relationships.

Ability to master a variety of police techniques and methods.

Must be able to make a commitment to the law enforcement profession and to the public health, safety and welfare of the community he or she is sworn to serve.

Must be able to maintain personal composure during stressful situations.

Must demonstrate self motivation and good mental condition.

### **ADMINISTRATION**

The Police Secretary rank is subordinate to all Wasilla Police Officer ranks.

### **EDUCATION AND EXPERIENCE**

#### **Education**

High school and/or GED.

#### **Experience**

Three years experience in a related field, ability to operate specific types of equipment to include copy machine, fax machine computers and other equipment are a requirement. Typing speed of 60 wpm required for this position.

### **Acknowledgment**

I understand the duties of my position as contained in this job description.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

This job description is accurate and has been reviewed with the employee.

## 1995 SALARY STRUCTURE

GRADE		SALARY RANGE				
		MINIMUM	MIDPOINT		MAXIMUM	
		1st Quartile	2nd Quartile	3rd Quartile	4th Quartile	
17	Mayor	\$60,800	\$68,400	\$76,000	\$83,600	\$91,200
16	Finance Director Police Chief Public Works Director	56,040	\$63,050	70,050	\$77,060	84,060
15	Police Lieutenant	51,650	\$58,110	64,560	\$71,020	77,470
14		47,600	\$53,550	59,500	\$65,450	71,400
13	Museum Director Library Director Police Sergeant Investigator Assistant Dir. Public Works	43,870	\$49,360	54,840	\$60,330	65,810
12	Head City Clerk Accountant Sr. City Planner Roads Tech III Water Tech III Wastewater Tech III Parks & Rec Tech III	40,430	\$45,490	50,540	\$55,600	60,650
11	Accountant Associate Librarian/Adult Services	37,260	\$41,920	46,580	\$51,240	55,900
10	Children's Librarian Police Officer Wastewater Tech II Water Tech II Roads Tech II	34,340	\$38,640	42,930	\$47,230	51,520
9	Deputy City Clerk Secretary Sr. Accounting Clerk Planning Clerk Parks & Rec Tech II Property Maintenance Tech II	31,660	\$35,620	39,570	\$43,530	47,480
8	Museum Registrar Interlibrary Loan Coordinator Roads Tech I Parks & Rec Tech I Property Maintenance Tech I Water Tech I Wastewater Tech I Public Works Clerk	29,180	\$32,830	36,470	\$40,120	43,760
7	Secretary II	26,890	\$30,250	33,610	\$36,970	40,330
6		24,780	\$27,880	30,980	\$34,080	37,180
5		22,840	\$25,700	28,550	\$31,410	34,260
4	Museum Aide Library Aide Secretary I	21,060	\$23,690	26,320	\$28,950	31,580
3		19,410	\$21,840	24,260	\$26,690	29,110
2	Permanent Part time or Intern	17,890	\$20,130	22,360	\$24,600	26,830