

ROYAL CAYMAN ISLANDS POLICE SERVICE

Headquarters,
4th Floor, Elizabethan Square,
George Town.
Grand Cayman.



Updated: May /2013

Job Description

Job Title: Administrative Secretary
Grade: N
Reports To: Relevant Inspector/Chief Inspector /Superintendent (*Operational Deployment*)
Human Resources Manager (*Strategic Oversight*)

Job Purpose | To perform secretarial and general administrative support for officers of various ranks and receptionist duties at various sections or stations; acting as liaison for the relevant section.

Dimensions | **These duties include but are not limited to the following:**

- I. Greeting or directing numerous visitors to appropriate areas or staff.
- II. Answering numerous telephone calls from internal and external persons with varying needs; screening calls as directed, responding/answering basic questions and routing to appropriate persons or recording messages.
- III. Typing of approximately 200 – 500 pieces of correspondence per month such memoranda/letters, statements, transcripts, summaries and reports.
- IV. Daily administrative operations of the relevant Police Station/Reception area.
- V. Examine and update as directed various databases such as warrants and summons.

Principal Accountabilities	Administrative and typing:	50%
	<p>A. Undertake a variety of secretarial and administrative duties such typing and preparation of case files for court, letters, report preparation, summonses, memoranda and minutes of various meetings; typing of transcripts of written or audio interviews and various other summaries/reports;</p> <p>B. Collect and sort all incoming mail and arrange for distribution of outgoing mail.</p> <p>C. Co-ordinate and attending meetings as requested, which may involve contacting attendees, arranging venues, refreshments and preparation of any required documents; scheduling various other meetings or appointments as requested.</p>	
	Records Management:	35%
	<p>D. Develop and maintain an efficient filing system for all documents information and files required; information necessary to support "in service" and National Statistical" data, update telephone listings quarterly to include current extension numbers, cell numbers and personal contact numbers.</p> <p>E. Assist with processing and maintain records for all types of leave for staff of the relevant unit and liaise with the HR department in relation</p>	

to personnel matters as appropriate.

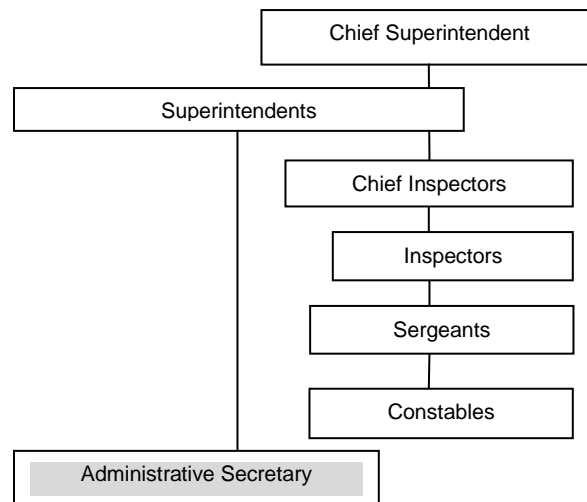
- F. Record and update the "Tasking & Coordinating" records; as directed, update and search for information on OTRICS or SunGuard Systems.

15%

Other duties:

- G. Assist with various projects and assignments as directed; undertaking occasional research, analyzing and drafting detailed responses.
- H. Ensure that office equipment is operational and maintain an inventory of office supplies and equipment; arranging the purchase of supplies.
- I. Administer other reasonable and relevant duties that the Inspector/Superintendent or designate may assign from time to time.

Organisational Chart



Background Information

The mission of the Royal Cayman Islands Police Service is to make the Cayman Islands a peaceful place to live, a safe place to visit and a secure place to maintain an international financial centre.

Knowledge, Experience, and Skills

The post holder must be educated to a High School level (or equivalent) with a minimum of five (5) years office experience; or possess an Associates Degree with two (2) years office experience.

It is **essential** that the post holders possesses:-

- Strong IT skills; a detailed working knowledge of Microsoft Office software including Word, Excel, Outlook and PowerPoint and general office equipment (telephone systems, copiers etc) is essential.
- Excellent word processing skills including speed and accuracy.
- Proficient in use of electronic records management systems.
- Excellent organisational and multi-tasking skills in order to meet deadlines and maintain a high level of efficiency and effectiveness.
- Must demonstrable skills in filing procedures.
- Should possess strong time management skills; excellent communication skills at all levels (both verbally and in writing).
- Must be self-motivated and willing to work extended hours as necessary.

	<ul style="list-style-type: none"> • Must be a mature person and able to work well under pressure. • The post holder must be professional and maintain strict levels of confidentiality at all times. • Desirable: High level of proficiency in typing, experience of Government's TRS and OTRCIS systems as well as proficiency in a second language are desirable skills but not essential.
Assignment and Planning of Work	The post holder is expected to work on their own initiative and as delegated by the Chief Superintendent and other Officers in order to meet various deadlines, demands and expectations of the role.
Supervision of Others	The post holder may from time to time assist with the supervision of one office attendant and may be asked upon occasions to supervise junior staff within the Department. In addition, the post holder may be asked to conduct orientation with new staff members for the relevant section.
Other Working Relationships	<p>Regular meetings with the Chief Superintendent, Superintendents, Chief Inspectors and Inspectors to update on case files and other non-routine matters.</p> <p>Develop and maintain close working relationships with other internal and external departments which are essential to the RCIPS.</p>
Decision Making Authority and Controls	The post holder will consult with the Ranking Officer (Chief Superintendent, Chief Inspectors & Inspectors) on non-routine matters. There is also an expectation that the post holder will demonstrate initiative and ability to work independently within the guideline of this job description and the various laws, as well as the established internal policies and procedures.
Problems and Key Features	<ul style="list-style-type: none"> • Critical that summonses are completed accurately and in a timely manner. Failure to do same may result in legal problems for the RCIPS. • Critical that files are properly documented and handed over to the Legal Department in a timely manner. • Ability to multi-task is essential. • An understanding of the various policies and procedures for each Department within the RCIPS is essential. • Must be able to interact professionally with officers at all levels. • Ensure highest integrity and confidentiality is maintained.
Working Conditions	Normal office conditions. But from time to time post holders may be required to work outside of normal working hours such as emergency preparedness or completion of special projects. Post holder must be willing to work flexible or extended hours when necessary; including weekends. The post holder must be willing to perform functions outside the office environment.

	Agreed By:	Date:
Head of Department:		
Job Holder:		