

HARLINGEN POLICE DEPARTMENT

PRESS RELEASE
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HONOR ◊ COURAGE ◊ INTEGRITY

HARLINGEN POLICE DEPARTMENT JOB OPENING EXECUTIVE SECRETARY



Job Title:	Executive Secretary
Starting Pay:	DOQ
Department:	Police Services
	02/17/2016

JOB SUMMARY:

Provides a wide variety of responsible highly skilled and confidential secretarial support to executives and/or administrators. Screens calls, visitors and mail; maintains appointment schedules and calendars; makes travel arrangements and prepares travel requisitions; assists with agenda preparation and distribution of packets. Executive secretaries are characterized by responsibility for a variety of administrative activities to be met with minimal supervision. An Executive Secretary is required to make, and is held accountable for decisions on operating problems within a definite sphere of activity. This position may require driving personal vehicle for city business.

QUALIFICATIONS:

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of format and organization of correspondence, reports and written directives.
- Ability to act independently and logically to implement policies of supervisor.
- Ability to produce written documents with clearly organized thought using proper sentence construction, punctuation, and grammar. Ability to dictate and transcribe minutes.
- Associates Degree or equivalent from two-year college or technical school; three years related experience or combination of education and experience.
- Other duties as may be required.
- Bilingual preferred.
- Valid Texas Driver's License.

PHYSICAL REQUIREMENTS:

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Applicant must successfully pass a pre-employment Drug and Alcohol screening and Background check prior to employment by City of Harlingen.

BENEFITS:

The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

HOW TO APPLY: Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, Texas 78550 City Website: www.myharlingen.us

THE CITY OF HARLINGEN IS AN EQUAL EMPLOYMENT OPPORTUNITY/DRUG FREE EMPLOYER



Chief of Police
Jeffrey Adickes

Assistant Chief
Michael Kester

Executive Staff

Deputy Chief
Luciano Rubio

Deputy Chief
Hector Leal

Interim Deputy Chief
Ray Cavazos

Deputy Administrator
Diane L. Sanchez

Public Information
PIO Staff

Sergeant
John Parrish

Sergeant
David Osborne

Officer
Larry Moore

Officer
Orlando Gonzales



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956.216.5401 – www.myharlingen.us

