

## **2-01-725 Secretary V**

**RESPONSIBLE TO:** Captain/Unit Commander

**WORK SCHEDULE:** Five day post, Monday through Friday

### **GENERAL DUTIES:**

The Secretary V functions as the primary secretary to the unit commander. They are responsible for assisting the unit commander and operational staff with various clerical tasks and projects as needed.

### **SPECIFIC DUTIES:**

- Answer and screen all incoming calls to the unit commander and/or operational staff.
- Process all incoming/outgoing, external/internal correspondence including letters and memos to/from the unit commander or operational staff.
- Process, track, and maintain the administrative cases within the Electronic Line Operations Tracking System (eLOTS) and/or other administrative trackers. Maintain administrative and executive files on a daily basis.
- Maintain the unit commander's calendar.
- Responsible for extensive record management and filing of personnel/medical jackets. Update required documents annually.
- Data entry of any required administrative reports into the Los Angeles Regional Criminal Information System (LARCIS).
- Process and assist all personnel with requests for certain documents such as outside overtime requests, address changes, direct deposit, tax forms, ride along requests, Department of Motor Vehicles (DMV) confidentiality forms, etc.

### **RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

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