

SECRETARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs a wide variety of responsible and difficult clerical and secretarial duties and activities of a general and specialized nature in support of the assigned department, division, or program area; performs a range of office and administrative support functions; and prepares and edits a wide range of documents and reports ranging from general correspondence to technical reports.

DISTINGUISHING CHARACTERISTICS

The Secretary classification is distinguished from the Administrative Clerk I/II class in that incumbents in the Secretary class perform significant technical and specialized administrative and office support functions with minimal direction and supervision, in addition to providing general clerical support. Incumbents in the Secretary classification perform difficult, responsible, and specialized office and administrative support functions requiring a thorough knowledge of regulations, policies, and procedures related to assigned area. Assigned work requires the use of initiative and judgment in selecting appropriate work methods, interacting with and handling complaints from customers, parties of interest, and the public, and in solving non-routine problems based on knowledge gained through experience.

The Secretary classification is distinguished from the Administrative Secretary class in that incumbents in the Administrative Secretary class perform more difficult and complex administrative assistance in support of a department head. Incumbents in the Administrative Secretary class are assigned significant responsibility for carrying out administrative and office secretarial duties, frequently of a complex, highly sensitive, and confidential nature in an assigned functional area, often in a rapidly changing environment. Incumbents may also lead a small number of staff and perform technical duties in support of assigned operations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of administrative and responsible and difficult secretarial and clerical duties in support of assigned management and supervisory staff.
2. Type, word process, format, edit, revise, proofread, and process a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, technical and statistical charts and tables, and other specialized and technical materials from rough draft dictation, modified standard format, and brief verbal instructions; develop, revise, and maintain standardized and master documents; compose correspondence, report and informational materials; assist in designing and producing informational handouts; copy, disseminate and post documents and information as appropriate.
3. Maintain calendar of activities, meetings, and various events for assigned staff; coordinate activities and meetings with other City departments, the public, and outside agencies; coordinate and arrange special events as assigned.
4. Coordinate, make, process, and confirm staff travel arrangements; arrange for transportation and accommodations for travel, check and processes expense claims.

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5. Maintain accurate and up-to-date office files, records, and logs for assigned areas; develop, prepare, and monitor various logs, accounts, and files for current and accurate information including manual and computer logs of documents processed.
6. Compile, prepare, and enter data into a computer from various sources including accounting, statistical, and related documents; create and maintain computer based tracking information and reports including assigned databases, records, and lists; create standard statistical spreadsheets; input corrections and updates; verify data for accuracy and completeness.
7. Assist in assembling and preparing the annual budget for area of assignment; monitor expenditures against budget; prepare purchase requisitions and requests for payment.
8. Monitor inventories of supplies and materials; prepares purchase requisitions and requests for payment.
9. Serve as liaison between assigned office and the general public, City staff, and outside groups and agencies; provide information and assistance as appropriate; explain programs, policies, and activities related to specific program area of assignment; receive office and telephone callers; calendar appointments; respond to complaints and requests for information relating to assigned responsibilities; refer callers and/or complaints to appropriate City staff for further assistance as needed and/or take or recommend actions to resolve the complaint.
10. Operate a variety of office equipment including a computer, typewriter, switchboard, copier, facsimile machine, and adding machine; utilize various computer applications and software packages.
11. Participate with special projects as assigned; assist in planning, coordinating and implementing assigned programs and events; assist in monitoring assigned programs.
12. Participate in the collection, compilation, and analysis of information from various sources on a variety of specialized topics related to assigned programs; participate in the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations.
13. Prepare, process, and maintain time sheets, payroll records, and personnel records for assigned area.
14. May take and prepare meeting minutes as necessary.
15. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Basic principles and practices of fiscal, statistical, and administrative research and report preparation.

Principles and practices of sound business communication.

Principles of business letter writing and basic report preparation.

Basic principles and practices of budget preparation and administration.

Records management principles and procedures including record keeping and filing principles and

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practices.
Methods and techniques of proper phone etiquette.
Mathematical principles.
English usage, spelling, grammar, and punctuation.
Customer service and public relations methods and techniques.

Ability to:

Perform a variety of responsible and difficult clerical and secretarial duties and activities of a general and specialized nature in support of the assigned department, division, or program area.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
Interpret and apply applicable federal, state, and local laws, codes, and regulations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Learn and effectively utilize various software applications.
Learn and apply new information and skills.
Type or enter data at a speed necessary for successful job performance.
Participate in researching, compiling, analyzing, and interpreting data.
Participate in the preparation of a variety of administrative and financial reports.
Establish and maintain a variety of specialized files and records.
Independently prepare correspondence and memoranda from brief instructions.
Accurately count, record, and balance assigned transactions.
Perform routine mathematical calculations.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Plan and organize work to meet changing priorities and deadlines.
Understand and carry out oral and written directions.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
Exercise good judgment in maintaining critical and sensitive information, records, and reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of increasingly responsible secretarial and clerical experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit 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; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Miscellaneous/may have confidential designation for labor relations purposes.

FLSA Status: Non-Exempt

June, 2007

Johnson & Associates

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Secretary position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.