ADMINISTRATIVE SECRETARY

DEFINITION

Under general direction to perform a variety of difficult confidential, secretarial, office, and administrative support work for a City Department Director or the City Administrator; to coordinate the office support work for an assigned Department; to provide information to the public and other City employees on the functions, policies, and administrative procedures of the Department; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized class for positions which provide general office support coordination for an assigned City Department, as well as performing a variety of difficult secretarial and administrative support assignments for a Department Head or the City Administrator.

EXAMPLES OF DUTIES

Performs difficult confidential, secretarial, office, and administrative support assignments for a Department Head or the City Administrator; establishes and maintains filing systems; coordinates processing of employee evaluations and personnel action forms; provides work coordination for Department office support functions; organizes information and assists with the preparation and distribution of reports; may take minutes and maintain records of Department staff meetings and public meetings of elected and appointed officials; answers the telephone and receives office visitors providing a variety of information about the policies and services of the assigned Department; responds to citizen complaints or refers persons to other appropriate City personnel; maintains appointment calendars and makes travel arrangements for Department staff; assists with the preparation and monitoring of the Department budget; coordinates submission of Department time cards, office equipment and supply requests to City accounting; reviews and prioritizes Department mail and refers some items to other departments; assists with studies, projects, surveys, and special events planning; may perform some Deputy City Clerk functions; may assist with investment and City Treasurer functions; may perform some notarial acts; operates office equipment, including standard office software programs.

ADMINISTRATIVE SECRETARY

EMPLOYMENT STANDARDS

Knowledge of:

- Department policies, rules, and regulations where assigned.
- Modern office methods, procedures, and equipment.
- Account and statistical recordkeeping.
- Basic mathematics.
- Correct English usage, spelling, grammar, and punctuation.
- Word processing and other computer programs.

and

Ability to:

- Interpret and apply Department rules, laws, and policies while carrying out a variety of administrative support, difficult office assistance, and stenographic assignments.
- Provide coordination for Department office support functions.
- Demonstrate initiative and good judgement.
- Organize and maintain complex filing and recordkeeping systems.
- Prepare and maintain a variety of records and reports.
- Perform financial and statistical recordkeeping.
- Type at a rate of 60 words per minute from clear, legible copy.
- Compose correspondence both independently and from rough draft.
- Use a computer and other standard office equipment competently.
- Effectively represent the Department with concerned individuals, organizations, and other public agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

ADMINISTRATIVE SECRETARY

EMPLOYMENT STANDARDS - (cont.)

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school or G.E.D. is desirable, including or supplemented by course work in office skills and secretarial and business practices.

Work Background: Four years of broad and extensive office assistance, secretarial, and administrative support work experience, preferably including some experience working with a local government agency.

August 1992
January 1999 (Res. 99-13)