

SECRETARY

DEFINITION

Under direction to perform a variety of secretarial, office, and administrative 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 the general class for positions which provide office support, as well as performing a variety of secretarial and administrative support assignments in a City Department.

EXAMPLES OF DUTIES

Performs secretarial, office, and administrative support assignments for an assigned City Department; establishes and maintains filing systems; organizes information and assists with the preparation and distribution of reports; composes routine correspondence from marginal notes or general oral and written direction; may take minutes and maintain records of Department staff meetings; answers the telephone and assists at the counter; provides information and assists the public in the application and processing of required forms; responds to citizen complaints or refers persons to other appropriate City personnel; maintains appointment calendars and makes travel arrangements for Department staff; may assist with the preparation and monitoring of the Department budget; coordinates submission of Department time cards and office supply requests to City accounting; assists with projects, studies, and surveys; and operates office equipment, including standard office software programs.

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SPECIAL REQUIREMENTS

May require dictation at 90 words per minute.

EMPLOYMENT STANDARDS

Knowledge of:

- 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, office assistance, and stenographic assignments.
- 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 50 words per minute from clear, legible copy.
- Compose correspondence both independently and from rough draft.
- Use a computer and other standard office equipment.
- Effectively represent administrative support functions of the Department with concerned individuals, organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

SECRETARY**EMPLOYEMENT STANDARDS - (cont.)**

and

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 courses in office skills and secretarial and business practices.

Work Background: Three years of increasingly responsible, secretarial, and administrative support work experience, preferably including some experience working with a local government agency.

August 1992

December 1995

January 1999 (Res. 99-13)