

ADMINISTRATIVE SECRETARY

DEFINITION

Under general supervision, performs a variety of difficulty and complex duties administrative tasks in support of department staff; performs related duties as required.

CLASS CHARACTERISTICS

This class is distinguished from the Secretary class by the greater complexity and responsibility of duties related to its functioning as a Secretary to an appointed commission, board of the City of as a personal secretary to a department director.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Provides direct and confidential secretarial support to one or more professional or management positions; receives visitors; schedules appointments; prepares, edits, assembles and distributes correspondence, reports, documents, agendas, and other materials; attends meetings and takes shorthand/dictation, or transcribes recorded dictation.

Prepares and distributes documents, standard forms and related records.

Prepares agenda, attends, takes and transcribes minutes of commission meetings; types staff reports; prepares agenda packets and distributes to appropriate staff and commission; may attend and take minutes at staff and other meetings where matters handled by the assigned department are being discussed; schedules and advertises public hearings for the Planning Commission and City Council according to prescribed regulations.

Composes correspondence and performs routine administrative tasks associated with sub-components of department programs; establishes and carries out record keeping procedures; develops or obtains forms and documents; interfaces with other City staff and outside agencies in obtaining information and coordinating activities.

Receives inquiries from the public, other departments and agencies; provides information requiring an understanding of department policies and procedures.

Performs a variety of clerical tasks including typing, proofreading, filing, editing, office machine operation, including word processing or operation of other automated systems; sorts, files, prepares and/or processes a variety of documents and records, including time sheets, personnel and purchasing forms, and claim vouchers according to established procedures; makes travel and meeting arrangements.

May maintain department expense journals, posting expenditures and receipts; assists in monitoring expenses and/or revenues relative to budget, and in budget preparation; may prepare invoices for payment or for services rendered; may prepare deposits; may handle petty cash.

Establishes and/or maintains a filing and retrieval system for interrelated files and records.

Assists and/or directs the work of others in the performance of related tasks.

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent, and four years of progressively responsible secretarial experience.

Knowledge, Skills, and Abilities

Considerable knowledge of related secretarial and general office methods and techniques including office equipment operation; fiscal record keeping; records processing and maintenance procedures and systems; preparation of complicated documents requiring specialized typing. Working knowledge of the basic functions and organization of City government; computer operations and a variety of software programs.

Skill in the operation of a variety of office equipment, including operation of a typewriter at 60 net wpm with no more than 10 errors, or operation of word processing equipment/computer at a comparable rate; shorthand at the rate of 80 wpm and/or transcription of recording at a comparable speed (may be required for some assignments).

Ability to learn, interpret, and explain department policies and procedures; communicate effectively both orally and in writing; use and edit for correct English grammar, punctuation, spelling; establish and maintain cooperative working relationships; file numerically, chronologically and alphabetically; carry out sensitive administrative and secretarial assignments with discretion; carry out assignments with minimal supervision; supervise, train, and coordinate and work of office support staff; proficiently use computer software and/or word processing programs utilized in the City.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record (may be required for some assignments.)

PHYSICAL PROFILE: I, 4, 7, 12

ADMINSECRETARY.SPC