

SECRETARY

DEFINITION

Under general supervision, performs a variety of secretarial duties of moderate difficulty and routine administrative tasks in support of department activity; performs related work as assigned.

CLASS CHARACTERISTICS

This class is distinguished from the Office Assistant class series by its responsibility for moderately difficult secretarial duties requiring considerable department/program knowledge and for performing routine administrative tasks in support of department activity. This class may be utilized in various City departments.

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 secretarial support to one or more professional or management positions; receives visitors; schedules appointments; prepares, edits, assembles, and distributes correspondence, documents, reports, and other materials; may take shorthand or transcribe recorded dictation.

Prepares and distributes documents, such as agreements, contracts, permits, resolutions, and reports; prepares standard forms and related records according to established procedures.

Composes correspondence and compiles reports from a variety of sources; assists in the performance of administrative tasks, utilizing judgment in the application of policy; facilitates transmission to other offices and agencies.

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

Performs a variety of clerical tasks including typing and/or data entry, 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 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 handle petty cash.

Prepares agenda, attends, takes and transcribes minutes of commission meetings; types staff reports; prepares agenda packets and distributes to appropriate staff and commission; attends and take minutes at staff and other meetings where matters handled by the assigned department are being discussed.

Establishes and/or maintains a filing and retrieval system for inter-related files and records.

Assists and/or directs 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 three years of progressively responsible secretarial and clerical experience, including or supplemented by training/education in the clerical/secretarial occupational field.

Knowledge, Skills, and Abilities

Considerable knowledge of related secretarial and general office methods and techniques including office equipment operation; records processing and maintenance procedures and systems; preparation of complicated documents requiring specialized typing. 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 or computer at a comparable rate

Ability to apply, and explain related policies and procedures; communicate effectively both orally and in writing; use and edit for correct English grammar, punctuation, and spelling; establish and maintain cooperative working relationships.

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

SECRETARY.SPC