

### ADMINISTRATIVE SECRETARY

# **DEFINITION**

To perform a variety of highly responsible, confidential and complex clerical, secretarial and administrative duties for a department.

## SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a department director. May exercise direct or indirect supervision over other clerical positions.

### **EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

# **ESSENTIAL JOB FUNCTIONS:**

Perform a wide variety of complex, responsible, and confidential duties for a department director.

Type a variety of materials including general correspondence and memoranda; screen calls, visitors and mail; independently respond to letters and general correspondence of a routine nature; make travel arrangements, maintain appointment schedules and calendars, and arrange meetings and conferences.

Initiate and maintain a variety of files, records and manuals involving payroll, attendance, budgets, personnel files, and policies and procedures.

Assist in coordinating administrative and clerical activities within assigned department, the public and outside agencies.

Regular and consistent attendance.

Research, compile, analyze and summarize data for special projects and various reports.

Maintain petty cash fund.

Assist the general public; receive and disseminate information and requests for various services; interpret City policies, rules and regulations in response to inquiries and refer inquires as appropriate.

Serve as Secretary to a board or commission, preparing the agenda, assembling background materials, taking and transcribing minutes of the meetings, and performing related support services.

Supervise, train and evaluate subordinates as assigned.

Recommend organizational or procedural changes affecting clerical activities.

Attend meetings as requested.

Work cooperatively with others.

Perform related duties as assigned.

## **QUALIFICATIONS**

# Knowledge of:

English usage, spelling, grammar and punctuation.

Modern office methods, procedures and equipment, including personal computers.

Business letter writing and basic report preparation.

City government organization, functions, policies, rules and regulations.

Principles of supervision and training.

### Skill to:

Perform responsible and complex secretarial and administrative work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities; interpret and apply administrative and departmental policies, rules, and regulations.

Communicate clearly and concisely, both orally and in writing:

Compile, compose and maintain complex and extensive records and prepare reports

Work cooperatively with other departments, City officials, and outside agencies.

Operate and use modern office equipment, including personal computers.

Maintain confidential records and information.

Establish and maintain effective work elationships with those contacted in the

performance of required duties.

Take and/or transcribe dictation from shorthand, notes, transcribing machine or

Dictaphone at a speed sufficient for successful job performance.

Ability to:

Type with speed and accuracy at a rate sufficient to perform duties satisfactorily.

Demonstrate proficiency with word processing, spreadsheets and databases and

department specific software.

Meet the physical requirements necessary to safely and effectively perform the

assigned duties.

Education and Experience

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities

would be:

Education

Equivalent to completion of the twelfth grade, including or supplemented by

specialized secretarial or business training.

Experience:

Three years of increasingly responsible clerical and secretarial experience,

involving frequent contact with the public, including one year experience comparable

to that of the Administrative III level clerical class in the City of Woodland.

Council Action: November 7, 2000

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