

ADMINISTRATIVE SECRETARY

DEFINITION

Occupants of this classification are in the classified service and perform complex and responsible secretarial and administrative work for a division or department head of the City; relieve their supervisor of a variety of administrative and office details, and supervise, coordinate, and evaluate clerical functions within an office.

DISTINGUISHING CHARACTERISTICS

Positions within the classification of Administrative Secretary are distinguished from Secretary in that an Administrative Secretary position is assigned to a division or department head; performs more complex work requiring greater skill, knowledge of City policies and procedures, and a higher degree of discretion and independent judgement, and often supervises other clerical personnel.

SUPERVISION RECEIVED AND EXERCISED

Positions assigned to this classification report to a division or department head. Responsibilities may include direct supervision of one or more clerical personnel or other support staff.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Screens incoming calls or correspondence routed to the division or department head and based on a particular awareness of the general importance and priorities of the subject, refers to appropriate staff member for reply.
2. Supports City programs and activities independently, or in accordance with general instructions, by preparing and completing complex and sensitive documents, reports and correspondence on a wide range of subjects requiring a high degree of knowledge and familiarity with City policies and procedures. Uses personal computer and appropriate software to produce and prepare documents.
3. Serves as a liaison in dissemination of information to the public on behalf of the division or department. Clearly and consistently explains division and departmental regulations and policies to the public. Receives and screens visitors where appropriate.
4. Maintains records and files concerned with personnel and/or policy matters. Keeps filing up to date. Correctly uses a records management system so that material is easily researchable and readily retrievable.

5. Compiles a variety of narrative, accounting, and statistical reports, documents and records locating sources of information, and enters data. May bill for services and record remittances. Processes contracts, invoices and purchase orders.
6. Prepares and tracks payroll and timekeeping data. Performs payroll and timekeeping data entry.
7. Maintains costs and budgetary records; formulates portions of budget requests, and prepares the annual budget, as requested.
8. Reviews outgoing correspondence prepared by other staff members for the division or department head's signature. Ensures consistency with administrative policy as well as for format, grammatical construction, and clerical errors.
9. Arranges the schedule and other logistics for meetings attended by division or department head. Prepares documents, materials or reports to be presented or discussed at meetings. Attends meetings, takes notes and prepares follow up items from the meeting.
10. Maintains a daily calendar for the division or department head, sets up and keeps the division or department head informed of scheduled meetings, conferences, and community appearances.
11. Makes all necessary arrangements for travel by the division or department head.
12. Identifies better methods for meeting service demands through streamlining and improving work methods, and tests these possible improvements.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Modern office practices and procedures, including business correspondence, record-keeping systems, office equipment and office software.
- Supervisory principles relating to secretarial and/or clerical functions.
- Functions of the organizational unit to which assigned.
- Basic English and math.

Skill and Ability to:

- Operate personal computer and related software, copier machines, telephones, calculators, fax machines and printers.
- Convey information to the general public.
- Take notes and prepare documents based on notes, when required by the position.
- Perform difficult secretarial tasks involving the use of judgment and requiring accuracy and promptness
- Evaluate demands on the supervisor's time and arranging schedules accordingly.
- Understand, interpret, and apply appropriate rules, regulations, codes and written directions to specific situations.
- Communicate effectively both in verbal and written form.
- Identify and correct errors in spelling, grammar, and math.
- Plan, organize and supervise the work of others.
- Establish and maintain cooperative working relationships with fellow workers and others.
- Establish format of correspondence, charts, and statistical outlines where required.
- Independently initiate, compose and draft memoranda and correspondence.
- Keep complex records and files.
- Screen mail, telephone calls and visitors.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: graduation from high school or equivalent and five years of progressively responsible general clerical or technical office management work including two years involving duties at a level comparable to Secretary. College coursework is desirable.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which is primarily sedentary.
- Is subject to office environmental conditions.
- May be required to attend periodic evening meetings and/or travel within and out of City boundaries to attend meetings.
- May be required to work at a personal computer or video display terminal for prolonged periods.