

CITY OF MADERA

SECRETARY

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs a variety of complex responsible and confidential secretarial and administrative duties for the manager of a division; serves as an office manager; provides information regarding department policies, procedures and functions; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Secretary** is an advanced journey class in which provides a variety of complex, responsible secretarial and administrative support to the manager of a division. Incumbents may serve as an office manager, relieving the manager of performing administrative detail work and are expected to function with very little direct oversight and with a great deal of sensitivity and confidentiality. This class is distinguished from the next lower level class of Office Assistant II by the performance of more complex, responsible, and sensitive duties related to functioning as the secretary to a manager.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a division manager. May exercise direct or technical and functional supervision over lower level office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Compose routine correspondence not requiring the manager's personal attention.
- Act as a receptionist, screen calls and visitors, and refer inquiries as appropriate; respond to complaints and requests for information regarding the intent of instructions, precedents, and regulations.
- Participate and assist in the administration; prepare comprehensive reports, compile annual budget requests, and recommend expenditure requests for designated accounts.
- May take and transcribe dictation from rough draft, shorthand notes, or Dictaphone recordings.
- Recommend organization or procedural changes affecting clerical activities.
- Relieve the manager of routine personnel, budget, payroll, and purchasing duties.
- Research, compile, and analyze data from special projects and various reports.
- Initiate and maintain a variety of files and records of information such as payroll, attendance, budget, production, and cost records; maintain manuals and update resource materials.

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- Make routine appointments and arrange conferences and meetings.
- May serve as secretary to a board or commission, preparing the agenda, assembling background materials, and taking minutes of the meetings.
- May supervise and train subordinates.
- Participates in special projects as assigned.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 25 pounds also is required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Secretary**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of administrative and secretarial experience or the performance of related work, and a high school diploma or equivalent.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California Driver's license may be required for some positions.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Assigned department functions, programs, policies and procedures; basic functions and organization of municipal government; modern office procedures, methods and equipment including computers; business letter writing and basic report preparation; principles and procedures of record keeping; English usage, spelling, grammar and punctuation; pertinent federal, state and local laws, codes and ordinances.

Ability to:

Perform responsible and difficult confidential secretarial work involving the use of independent judgment and personal initiative; understand the organization and operation of the assigned department, other City departments and outside agencies as necessary to assume assigned responsibilities; interpret and apply departmental rules and policies; prioritize work; independently prepare correspondence and memoranda; analyze situations accurately and adopt an effective course of action; meet deadlines; take and transcribe dictation at a speed necessary for successful job performance; respond to requests and inquiries from the general public; work independently in the absence of supervision; operate and use modern office equipment including a computer; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; operate two-way radio and other communications equipment; type accurately from clear copy at a rate of 50 words per minute.