

Class Title: Administrative Secretary

Department: Administration

Supervisor: Mayor

Supervises: None

Class Characteristics: Under general direction, serves as Secretary for executive and administrative personnel; serves as receptionist for city building; performs related work as required.

General Duties and Responsibilities:

Essential: Provides administrative secretarial support for executive and administrative personnel, including opening and sorting mail; light dictation; typing correspondence, reports, etc.; accepting and placing phone calls; scheduling appointments; making reservations, etc. Organizes and compiles agenda and information packets for regular and special Council meetings. Prepares reports from original data and/or rough draft and forwards to agencies as required. Maintains an accurate and current filing system for Mayor and City Administrator. As receptionist for the city building, greets all visitors and receives all incoming phone calls, provides a variety of public information; accepts complaints and attends to their disposition or forwards to appropriate authority. Requisitions supplies for office. Assist other office personnel as requested.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by three years directly related work experience; job-related business school, vocational school or college courses preferred, but not required.

Special Knowledge, Skills and Abilities:

Knowledge: Thorough knowledge of city operations, policies and procedures, rules and regulations. Thorough knowledge of modern office terminology, practices and procedures, business English, spelling, grammar and math. Knowledge of modern office machinery, including word processing hardware and software.

Skills: Skill in the use of word processors, typewriters, and standard office equipment.

Abilities: Ability to prepare correspondence and reports in finished product from rough draft. Ability to carry out, without supervision, continuing assignments requiring the organization of information. Ability to exercise individual initiative and use discretion in handling confidential matters. Ability to make decisions, recognizing established precedents,

laws, regulations and practices, and to use resourcefulness and tactfulness in meeting new situations. Ability to maintain accurate and current filing system. Ability to establish and maintain effective working relationship with officers and employees, and the general public.

ADDITIONAL INFORMATION

Instructions: Instructions are somewhat general; many aspects of work covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard procedures, to get job done.

Review of Work: Completed work is reviewed by reviewing reports, correspondence, etc.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles Used: General office equipment (computer hardware and software, printer, copier, fax, calculator, radio, pagers, telephone, etc.).

Physical Requirements of the Job: Work is typically performed in an office sitting at a desk or table; must lift light objects (less than 25 pounds) as a requirement of the job.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a requirement of the job.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: None.

Availability: May be requested to attend meetings on evenings and weekends.

Certification Requirements: None.

Additional Requirements: None.

Overtime Provision: Non-exempt.