

SECRETARY 1

CLASS DESCRIPTION

General Responsibilities:

This is responsible secretarial and administrative support work. Employees in this class exercise judgment and discretion in the performance of a variety of activities requiring interpretation and/or application of policy. Secretary 1s often serve as the first level of review and resolution on correspondence and personal contact, and independently gather information, draft routine correspondence, or take other action to assist managers in the most effective utilization of their time by relieving them of administrative detail. Work at this level may involve leadership responsibilities in coordinating the completion of assignments. Secretary 1s typically work under the general supervision of a department or division head.

Examples of Duties and Responsibilities:

Respond to a variety of in-person, e-mail, and telephone inquiries by providing or obtaining information, making appropriate referrals, explaining routine department and City procedures, and receiving or relaying messages.

Compile numerical data, maintain records, and prepare reports; verify computer printouts and update listings.

Purchase supplies and materials for department use.

Provide routine assistance in the collection and organization of budget data as directed. Prepare budget documents in final typed form for submission. Ensure mathematical accuracy of all calculations on budget document.

Set up, review, audit and maintain the work unit filing systems (computerized and/or manual). Maintain the Department/Division head's personal files.

Receive incoming correspondence. Route it to appropriate staff for reply and follow-up on responses.

Prepare routine letters, email correspondence and reports. Prepare independent responses to inquiries on routine matters.

Review, correct, revise, edit and/or type letters and other materials from manual or machine dictation, rough drafts and longhand materials. Update mailing and other listings, reference materials, policy and procedures materials, and ordinance and related statutes and regulations.

Prepare meeting agenda materials and enter agenda and minutes in the City's electronic system (Legistar).

Maintain routine office financial and budget records, and report status to supervisors.

Arrange meetings, conferences and hearings for the Department/Division head and staff. Make physical arrangements (e.g., room, travel, equipment, meals, etc.). Notify attendees and prepare and distribute materials for their use. Prepare and/or coordinate the preparation of agendas.

Attend meetings or conferences and make detailed records of proceedings. Provide summary minutes or verbatim transcription as necessary.

Prepare and/or coordinate department payroll and personnel records; compute payroll adjustments as required; process necessary payroll and personnel materials (such as Certification Hiring Requests, evaluations, training requests, etc.).

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of office practices and procedures; Thorough knowledge of English composition, correct punctuation, spelling, grammar, acceptable business letter and report formats and basic math. Working knowledge of office computer programs (e.g. Microsoft Office Suite). Ability to prepare finished letters, memoranda, and reports from rough draft, outline or original composition. Ability to carry out administrative details efficiently and independently; ability to set priorities and to schedule and distribute work as required. Ability to compose routine correspondence. Ability to interpret departmental policies, procedures, and regulations. Ability to communicate effectively both orally and in writing. Ability to collect, organize, and summarize data as directed. Ability to accurately proofread. Ability to set up, maintain and utilize filing systems. Ability to maintain effective working relationships with managers, co-workers and the general public. Ability to maintain adequate attendance.

NOTE:

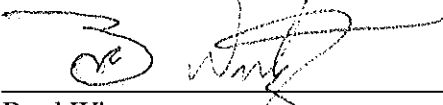
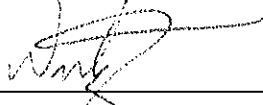
- Position requirements relative to the ability to take and transcribe dictation will be determined (based on job duties assigned) at the time of recruitment.
- Job-related typing requirements will be established on a position-by-position basis (at the time of recruitment) with a minimum requirement of 30 wpm net with 5 or less errors.

Training and Experience:

Two years of experience in responsible clerical work that included secretarial and administrative responsibilities. Such experience would normally be gained after graduation from high school supplemented by secretarial, clerical or business courses. Other combinations of training and/or experience which can be demonstrated to result in the

possession of the knowledge, skills and abilities necessary to perform the duties of these positions will also be considered.

Department/Division	Comp. Group	Range
	17/20	10

Approved:   1/20/09
Brad Wirtz
Human Resources Director Date