

# ADMINISTRATIVE SECRETARY

FLSA STATUS - Non-Exempt

## DESCRIPTION OF WORK

Under general supervision, performs complex secretarial duties and some administrative detail work requiring considerable exercise of independent judgment for a department head; may lead other clerical workers.

## DUTIES-EXAMPLES OF WORK

### ESSENTIAL DUTIES:

Performs complex secretarial duties for a department head; keeps advised of the daily activities of the executive and collects and compiles information for the executive's use; handles a variety of administrative duties; performs research; prepares reports; receives, screens, routes and processes mail, telephone calls and personal visitors to appropriate individuals; takes applications for and may issue some permits and licenses; collects fees; balances cash for deposit; takes and transcribes complex or confidential dictation; sets up and takes notes of meetings; keeps official records and reports; makes travel arrangements and maintains appointment calendar; composes and processes a variety of correspondence, reports, forms and other materials; examines for accuracy and completeness; make additions or resolves discrepancies consulting with department head or employees as appropriate; maintains personnel records; assists in payroll preparation; performs public relations assignments; keeps informed of pertinent new rules, regulations and legislation; handles questions, complaints and problems regarding City functions and procedures; serves as Secretary to Boards and Commissions as assigned.

OTHER DUTIES: Mails out bid requests; mails letters regarding nuisances; assists other personnel as assigned or necessary.

## QUALIFICATIONS

Thorough knowledge of modern office practices and procedures.

Thorough knowledge of grammar, spelling and punctuation.

Considerable knowledge of departmental and organizational activities.

Working knowledge of bookkeeping and accounting methods as required by the position.

Skill in the taking and transcribing of oral or recorded dictation and operation of a computer terminal.

Ability to perform complex secretarial work requiring considerable exercise of independent judgment; reacts resourcefully under varying conditions and to exercise initiative as necessary.

Ability to communicate effectively verbally and in writing.

Ability to follow complex written and verbal instructions.

Ability to establish and maintain effective working relationships with employees, other agencies and the public.

## PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform sedentary physical work, to lift 10 pounds;

Ability to stand, walk, sit and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate a computer keyboard and other office equipment; to walk up stairs and operate a vehicle;

Ability to talk and hear in person, by telephone, recorder and two-way radio;

Ability to see and read instructions, documents, correspondence and figures on a computer screen.

## EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school and three years of progressively responsible secretarial experience; one year of secretarial or business or other college level work is desirable.

**SPECIAL REQUIREMENTS:** Possession of a valid driver's license.