

## **ADMINISTRATIVE SECRETARY II**

### **DESCRIPTION OF WORK**

Under the supervision of a divisional manager or department head performs a variety of administrative office support and clerical functions. This is professional secretarial work involving the composition and typing of various types of correspondence and performing the duties of a private secretary to a division manager.

### **DUTIES-EXAMPLES OF WORK**

Performs 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; types letters, memoranda, reports, forms and other materials from rough draft, final working draft notes, dictation notes, a transcription machine, tape recorder or Dictaphone; composes and types correspondence; keeps official records and reports; answers telephones and personal inquiries; routes visitors, appointments and other personnel; provides information and referral to employees and the general public; routes and processes mail; takes applications for and may issue some permits and licenses; collects fees; balances cash for deposit; sets up and takes notes of meetings; makes travel arrangements and maintains appointment calendar; composes and processes a variety of correspondence, reports, forms and other materials; examines for accuracy and completeness; performs public relations assignments; handles questions, complaints and problems regarding City functions and procedures; serves as Secretary to Boards and Commissions as assigned; assists other personnel as assigned.

### **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 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 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 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.

RAWLINS/March 2009