SECRETARY

POSITION SUMMARY: To assist a department head or principal official by handling correspondence, records, reports, and the more routine administrative matters; to record and transcribe dictation and perform responsible clerical work requiring a knowledge of departmental practices and procedures; and to perform related work as required.

SUPERVISION RECEIVED: Work is performed under the general supervision of a department head or principal official.

ESSENTIAL JOB FUNCTIONS: An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assist a department head or principal official by answering confidential or other responsible inquiries and correspondence.

2. Compile information for use in report, estimates and budgets.

3. Interview callers, make appointments and keep appointment schedules.

4. Record and transcribe confidential, technical or other dictation of correspondence, records and reports.

5. Maintain confidential and other files.

6. Process requests for purchases and supplies, check deliveries, record expenditures, maintain inventory of supplies, check bills for approval of payment and maintain files on purchases.

7. Receive public contacts by telephone or otherwise and provide necessary information.

8. Operate computer, typewriter, calculator, duplicating or other office equipment.

9. Assist in the preparation of specialized departmental work involving knowledge of special procedures, rules, regulations and their application; and ability to prepare appropriate supporting data such as maps, charts, graphs, descriptions, plans and other records and materials.

10. Assist other departmental personnel in report writing, budget preparation, research, and related activities.

11. Prepare and type program schedules, agendas and meeting notifications.

12. Distribute mail to departmental offices.

13. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Considerable knowledge of modern office practices and procedures.
- Reasonable knowledge of departmental organization, regulations, procedures and personnel.
- Reasonable knowledge of business English, commercial subjects, and report writing.
- Ability to record and transcribe dictation.
- Speed, skill and accuracy in typing (ability to type 60 net W.P.M.)
- Computer literate with one or more software packages.
- Ability to interpret and follow instructions.
- Effectiveness in working with the general public, other officials and employees.
- Graduation from an accredited high school including or supplemented by commercial and typing courses.
- Reasonable experience, preferably two years, in performing responsible clerical and secretarial work requiring independence of action.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

APPENDIX TO SECRETARY
JOB DESCRIPTION

DISTINGUISHING CHARACTERISTICS OF SELECTED ASSIGNMENTS:

Public Works - Prepares complex reports to process payroll. Processes traffic highway use permits and records traffic control orders. Notify schools and radio stations of street closing. Reports to Administrative Secretary II.

Building Inspections - Prepares resolutions and findings of fact for Zoning Board of Appeals activities. Prepare permits and license registrations. Reports to Chief Building Inspector.

Water Plant - Prepares moderately complex reports to process payroll. Coordinates the preparation of State Health Department certification testing and other reports. Reports to Utility Plant Superintendent and Director of Utilities.

Engineering - Prepares departmental work involving engineering related documents, reports, and correspondence. Assists in filing state and federal permits and legal documents. Reports to Assistant Director Public Works/Engineering.

Motor Pool - Maintains fuel reports and inventory records. Reports to Motor Pool Supervisor.

City Clerk - Coordinates appointments and reappointments to boards and commissions; coordinates response to Freedom of Information Act requests; keeps fee schedule up to date, compiles weekly bidders list; provides clerical support to Facilities Coordinator, including payroll and requisitions; serves as backup for Clerk's Office payroll and purchasing tasks; assists with voter registration, business licensing and election activities.

Purchasing - Provides administrative support to four separate facility and office support services in the City. Composes and compiles information regarding bids for City purchases within specifications of standard practice. Monitors, processes, and verifies purchases. Maintains records of bid and vendor lists. Reports to Purchasing Director.

Police - Takes minutes for staff meetings, review boards, internal investigations, and citizen complaints. Calculates dry cleaning and clothing allowance. Maintain E-Unit records and distribute quarterly reports. Provides secretarial support to administrative management staff. Reports to Police Chief.