SECRETARY II

POSITION SUMMARY: Performs responsible secretarial work for a department head or principal official. Process correspondence, records, reports, and administrative matters of the department. Interacts with the public. Distinguishing features of this position are the complexity and scope of responsibility. Performs related work as required.

SUPERVISION RECEIVED: Reports to 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. Perform the duties of Secretary.
2. Prepares notices, memorandums, records, and reports; compiles information.
3. Processes and coordinates administrative details of department.
4. Maintain confidential records, reports, and files which may include personnel and payroll information.
5. Record and transcribe the minutes of meetings; may take dictation.
6. Compose and type correspondence and reports.
7. Performs complex duties and highly responsible administrative functions.
8. Operates personal computer, typewriter, fax machines, and other office equipment.
9. May train others in the department and coordinate administrative functions.
10. Reviews various records, reports, purchase orders, contracts, and other forms and documents for clerical accuracy and completeness.
11. 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.

- Considerable knowledge of municipal government operations, regulations, and procedures.
- Considerable ability to apply business grammar and report writing skills to job duties.
- Computer literate and proficient in word processing, spreadsheet and data base.
- Ability to type 60 wpm.
- Ability to work effectively with other employees and the general public.
- Ability to understand and follow instructions.
- Previous experience and training: Possess a two year college degree in secretarial or related area and/or equivalent experience and training; five to seven years related experience in business, government, or public administration.

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.