

## **ADMINISTRATIVE SECRETARY**

### **DEFINITION**

To perform a variety of confidential and complex secretarial and administrative duties for a department head or other staff within a department; and to manage the centralized clerical support functions.

### **DISTINGUISHING CHARACTERISTICS**

This class is distinguished from the Senior Administrative Clerk class by the more complex, responsible and sensitive duties related to its functioning as the personal secretary to department head and by the responsibility for the management of the centralized clerical support functions within a department.

### **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by a department head.

Responsibilities may include indirect supervision of subordinate clerical positions.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

#### **Essential**

Compose routine correspondence not requiring the department head's personal attention.

Maintain appointment schedules and calendars.

Act as a receptionist, screen calls and visitors, and refer inquiries as appropriate; respond to complaints and requests for information regarding the intent of instructions, precedents and regulations.

Participate and assist in the administration of the department; prepare comprehensive reports, compile annual budget requests, and recommend expenditure requests for designated accounts.

Take and transcribe dictation from shorthand notes or transcribing machine recordings.

Recommend organization or procedural changes affecting clerical activities.

Relieve the department head of routine personnel, budget, payroll and purchasing duties.

May serve as a back-up for other clerical staff as necessary.

Research, compile, and analyze data for special projects and various reports.

Initiate and maintain a variety of files and record for information such as payroll, attendance, budget, production and cost records; maintain manuals and update resource materials.

Make appointments and arrange travel, conferences and meetings.

May serve as Secretary to a board of commission, preparing the agenda, assembling background materials, and taking minutes of the meeting.

May supervise, train, and evaluate subordinates.

Important

Perform related duties as assigned.

**QUALIFICATIONS**

Knowledge of:

English usage, spelling, grammar, and punctuation.

Record keeping principles and procedures.

Modern office methods, procedures, and equipment and business letter writing.

Organization, procedures, and operating details of the City department to which assigned.

Principles of supervision, training, and performance evaluations.

Ability to:

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Communicate effectively, orally and in writing.

Work cooperatively with other departments and outside agencies.

Interpret and apply departmental policies, laws, and rules.

Type at a speed of 60 net words per minute.

Operate a word processor computer terminal may be required.

Take dictation or transcribe from a dictating machine at a speed necessary for adequate job performance.

Work independently in the absence of supervision.

Analyze situations carefully and adopt effective courses of action.

Compile and maintain complex and extensive records and prepare reports.

Understand and carry out oral and written directions.

Supervise, train, and evaluate subordinates.

**EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible clerical or secretarial experience including one year experience comparable to that of a Senior Administrative Clerk in the City of San Pablo.

Education:

Equivalent to the completion of the twelfth grade including or supplemented by specialized clerical courses as needed.

**PHYSICAL REQUIREMENTS:**

The work requires a combination of the following physical requirements depending upon a given task, on a given day: between 3 to 8 hours of sitting and finger dexterity; up to 3 hours of standing, walking, bending, twisting turning, firm grasping, reaching forward or overhead, talking (face-to-face, verbal contact or public speaking); pinch grasping, hand-eye-foot coordination, far vision accuracy; up to 3 hours of carry, lifting or pushing/pulling less than 25 lbs.; 3 to 6 hours of near vision accuracy; up to 3 hours of conversations; up to 6 hours of telephone conversations.

**MENTAL REQUIREMENTS:**

The work requires a combination of the following mental requirements depending upon a given task, on a given day: abstract variables; interpreting, comprehending and following instructions; detailed, uninvolved instructions; standard problems; simple to complex- reading, writing, and math skills;

clerical, synthesizing, coordinating, analyzing, computing, copying, comparing, supervising, serving, setting-up, operating-controlling; performing from simple, repetitive, tasks to varied, complex assignments; maintain work pace, influencing other people, relating to other people, evaluating; generalizing; and responsibility for direction.

**WORK ENVIRONMENT:**

Work is performed indoors and outdoors; using a computer and other office equipment; working alone; working around or with others.