

## **SENIOR ADMINISTRATIVE SECRETARY**

### **DEFINITION**

This classification performs a variety of responsible and complex secretarial and clerical duties for the department to which assigned and manages a centralized clerical support function.

### **DISTINGUISHING CHARACTERISTICS**

This class is distinguished from the Administrative Secretary class by the more confidential, complex, responsible and sensitive nature of its related duties and by the degree to which an ability to use good judgment is required.

### **SUPERVISION RECEIVED AND EXERCISED**

Supervision is provided by management and/or management staff.

Responsibilities may include supervision of subordinate clerical positions.

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

#### **Essential**

Perform a wide variety of complex, responsible and confidential duties for management level personnel in the department to which assigned.

Act as a receptionist; sort and distribute mail; screen calls and visitors.

Interpret City policies, rules and regulations in response to inquires; respond to question from the public regarding City Services and activities.

Maintain records and files on boards, committees, etc.

Independently respond to letters and correspondences of a routine nature.

Assist in Agenda preparation and assembling of background materials.

Make appointments and arrange travel, conferences and meetings.

Relieve management staff of routine personnel, budget, payroll and purchasing duties.

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

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Prepare forms relating to insurance, claims, etc.

Initiate and maintain a variety of files and records; maintain manuals and update resource material.

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 evaluation.

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.

Interpret and apply administrative and departmental policies, laws and rules.

Type accurately from clear copy at a speed of 60 net words per minute.

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

Analyze situations carefully and adopt effective courses of action.

Work independently in the absence of supervision.

Understand and carry out oral and written instructions.

Compile and maintain extensive records and prepare reports.

Supervise, train and evaluate.

**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 an Administrative Secretary in the City of San Pablo.

Education:

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

License or Certificate:

Possession of a valid California Driver's License.

**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.