

**ADMINISTRATIVE SECRETARY
(Confidential)**

DEFINITION

To perform a variety of confidential and complex secretarial and administrative duties in the City Manager's Office, including City Council, City Clerk, and Personnel; serve as the Deputy City Clerk in the absence of the Executive Secretary/Deputy City Clerk. To perform administrative support related to recruitment and benefit administration and other special projects in other areas of personnel as assigned. This is a confidential position as the incumbent has access to confidential information related to City selection processes and management decisions regarding employer-employee relations.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Executive Secretary/Deputy City Clerk or other higher level professional staff.

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

Essential:

Administration

Assist in a variety of highly responsible, complex, and confidential secretarial duties for the City Manager, City Council, City Clerk.

Assist in agenda preparation, including posting of notices and transcribing minutes; may serve as Secretary to a board or commission, preparing the agenda, assembling background materials, and taking minutes of the meetings.

Maintain appointment schedules and calendars; make appointments & arrange travel, conference, and meetings; assist in coordinating activities and city functions.

Assist in maintaining the records management system for which includes archiving, retention and destruction of records.

Compose routine correspondence; type a variety of materials including correspondence, reports, memos, and agendas from rough draft, dictaphone or verbal instructions.

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.

In the absence of the City Clerk or Executive Secretary/Deputy City Clerk, attend City Council meetings and record official proceedings.

Participate and assist in the administration of the department; prepare comprehensive reports, researching, compiling and analyzing data for special projects; recommend organization or procedural changes affecting clerical activities.

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

Utilize a word processing equipment, input or retrieve data and prepare reports using an on-line or personal computer system.

May train other clerical support staff in the office.

Serve as back up to staff at the reception desk as needed.

Personnel

Assist in a variety of highly responsible, complex, and confidential secretarial duties for the Personnel Office.

Maintain the administrative records management system including archiving, retention, and destruction of records; maintain and update confidential employee files; maintain automated employee information systems; maintain manuals and other resource or reference materials.

Write routine correspondence, memos, announcements and other materials related to personnel activities; type and proofread letters and other documents.

Assist in the recruitment process including scheduling oral board interview appointments and practical exercises; compile and assemble interview and testing packets; make arrangements for test facilities; provide information regarding City employment to potential applicants; may proctor examinations.

Process and prepare various forms to effect personnel changes including worker=s compensation claims and other employee benefit related materials.

Coordinate employee related activities, meetings, and functions; arrange travel and conferences; may schedule pre-employment physicals.

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

Provide information and interpretations regarding personnel policies, procedures, and practices.

Important:

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar, punctuation, vocabulary, and basic business arithmetic; recordkeeping principles and procedures

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

Word processing, spread sheet, records management system and desk top publishing software.

Record keeping, report preparation, and filing methods.

Receptionist and telephone techniques.

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 standard office equipment, including a personal computer.

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

Work independently in the absence of supervision; train others.

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.

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.

Education:

Equivalent to graduation from High School with specialized secretarial courses

REQUIRED LICENSE

Possession of or ability to obtain 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.