

**ADMINISTRATIVE SECRETARY**

Part-Time / No Benefits / Hourly Rate: \$22.3456 - \$28.5193

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

To perform a wide variety of complex administrative and secretarial duties in support of assigned department or department head; and to provide information and assistance to the public regarding departmental policies and procedures.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from an assigned department head.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

- Provide responsible and complex administrative and secretarial support to an assigned department or department head.
- Receive and screen visitors and telephone calls; provide front counter assistance including providing information; respond to requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities.
- Research, compile, and summarize a variety of informational materials for special reports and projects.
- Type and proofread a wide variety of reports, letters, memoranda and statistical charts; type from rough draft or verbal instruction; transcribe dictation; independently compose correspondence related to assigned responsibilities.
- Initiate brief correspondence independently for signature by appropriate management staff.
- Review finished materials for completeness, accuracy, format, compliance with policies and procedures.
- Attend a variety of meetings; prepare and compile agenda packets; take and prepare minutes; disseminate information as appropriate.
- Receive, sort, open and distribute department mail to appropriate staff; maintain logs of mail received for assigned department head.
- Maintain, develop and implement department filing systems and records; modify systems as appropriate.
- Maintain and order office supplies; prepare purchase orders; receive invoices and check for accuracy; process payments.
- Provide word processing support to assigned department; troubleshoot and train users in word processing applications.
- Coordinate and compile a variety of items and information for printing and distribution to department staff.

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- Operate a variety of office equipment including copiers, facsimile machine and computer; input and retrieve data and text; organize and maintain disk storage and filing.
- Maintain, reconcile and replenish department petty cash fund; prepare deposit slips and financial reports.
- Receive fees for assigned department services; process and maintain necessary permits.
- Provide significant desktop publishing assistance in the preparation of the City's newsletter; word process, design and edit newsletter.
- Maintain a calendar of meetings for the assigned department; notify participants; make travel arrangements if necessary; coordinate room arrangements and prepare required materials.
- Receive time cards and other personnel information; review information for accuracy and completeness; maintain confidentiality.
- Create and update various spreadsheets to maintain accurate accounting records of department budgets.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Modern office procedures, methods and computer equipment.
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Business letter writing and basic report preparation techniques.
- Principles and procedures of record keeping, report preparation, and filing methods.
- Methods and techniques of word processing and desktop publishing.
- Practices used in minute taking and preparation.
- Correct English usage, including spelling, grammar and punctuation, and vocabulary
- Basic mathematical principles.
- Pertinent Federal, State and local laws, codes and regulations.

#### **Ability to:**

- Perform a variety of administrative, and often confidential, support services.
- Type at a speed necessary for successful job performance.
- Transcribe dictation at a speed necessary for successful job performance.
- Prepare clear and concise reports.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Interpret, explain and enforce department policies and procedure.
- Use initiative and independent judgment within established guidelines
- Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.
- Provide word processing support to assigned department.
- Independently prepare correspondence and memoranda.
- Work independently in the absence of supervision.
- Maintain confidential records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Organize work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Establish and maintain effective working relationships with those contacted in the course of work.

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- Maintain mental capacity that allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

**Experience and Training Guidelines:** *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of increasingly responsible administrative and secretarial experience.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial training.

**WORKING CONDITIONS**

- Ability to sit for long periods of time, stoop, kneel, crouch, reach, grasp, write, and perform repetitive motions, such as using a computer and a telephone.
- Hearing and speaking ability sufficient to carry on a conversation with another individual (or group of individuals) in person and over the telephone.
- Visual ability sufficient to read and produce printed material and information displayed on a computer screen.
- Must be competent to write, spell and relate accurate information on incident and accident reports, as needed.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

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Employees Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Revised: August 2014  
FLSA: Non-Exempt  
Group: Part-Time / Non-union