

ADMINISTRATIVE SECRETARY

GENERAL STATEMENT OF DUTIES: Performs highly responsible secretarial and accounting tasks, some of which may be confidential in nature; work requires a high degree of judgment, accuracy, and good grammatical skills; provides working direction to lower rated clerical employees; performs related duties as required.

STATEMENT OF TASKS:

Utilizes computers, related software and other equipment extensively to complete required tasks;

Screens visitors, telephone calls, and other inquiries, personally answering those that do not require the department head's attention;

Maintains calendar of the department head and sets appointments;

Prepares documents upon request or, as appropriate, on own initiative;

Designs, implements, and monitors office methods and procedures;

Prepares and maintains paper and electronic files;

Transcribes minutes from meetings in which several speakers participate, using shorthand, speedwriting, or a court reporting transcription device, etc.;

Types letters, memos, agenda, etc. – either transcribed, from handwritten copy or transcription device;

Types technical reports, legal documents, and contracts which may be of a confidential nature – transcribed or from either a handwritten copy or transcription device;

Prepares replies to correspondence from brief dictated notes or on own initiative;

Establishes and maintains sometimes-complex cross-reference files and establishes file categories;

Utilizes Pos and software, including work-processing, spreadsheets, and databases;

Prepares department payroll and maintains payroll and personnel records;

Performs accounting functions and prepares statistical and accounting reports;

Prepares requisitions, vouchers, budgets, and other documents and data compilations.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

MAY BE REQUIRED TO:

Search files and a variety of source materials to serve as background for reports;

Review work prepared by other clerical employees for form, accuracy, and adherence to office policy.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to understand and follow complex oral and written directions;

Ability to prepare reports from varied and complex information sources;

Ability to make decisions in accordance with laws, ordinances, regulations, and established policies;

Ability to take minutes of meetings and retain concept;

Ability to operate a computer and associated software;

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Comprehensive knowledge of office terminology, procedures, and equipment;
Knowledge of MS Office Suite;
Ability to maintain extensive and complex records and prepare reports from records;
Ability to establish and maintain good working relationships with staff and public and elected officials;
Ability to word-process 55 net words per minute;
Ability to take dictation at 80 words per minute (may be required);
Ability to attend work regularly and to work under stressful conditions.

MINIMUM QUALIFICATIONS:

Three years of progressively responsible secretarial experience and the demonstrated ability to word process 55 net words per minute and, based on the determination of the department head involved, to take dictation at 80 words per minute, using shorthand, speedwriting, or court reporting transcription device.

Established: May 1, 1975
Revised: November 1, 1988
Revised: February 27, 1996
Revised: April 10, 2002
Revised: December 4, 2003
Revised: July 12, 2006


Human Resources Director