ADMINISTRATIVE SECRETARY

DEFINITION

Under general supervision, provides professional level administrative support to a Department or Division Head; serves as the Office Manager for department and/or division.

ESSENTIAL FUNCTIONS

This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Provides administrative and professional services to a Division Manager, Department and/or Division; monitors, sorts and distributes incoming and outgoing correspondence and mail; receives, screens and routes telephone calls and faxes; provides information to the public, schedules appointments, maintains calendars and organizes and arranges travel arrangements; prepares, obtains and distributes meeting materials; coordinates maintenance and facility requests; organizes and maintains department/division files and records. Serve as timekeeper; enter accounting transactions into accounting systems.

Oversees the maintenance of office equipment and tracks inventory of supplies; prepares, types, records and proofreads requisitions, short form agreements, printing and facility request forms, conference expense forms, payment vouchers and payroll; may supervises, assists and trains clerical staff; attends meetings, types meeting minutes and updates agenda agreements and codes for the department/division.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of City and Department policies and procedures

Knowledgeable of customer service techniques and concepts

Knowledgeable of and ability to utilize a personal computer and Micro Soft Office package

Knowledgeable of file and record management

Skilled in typing, reviewing and proofreading documents and reports

Skilled in working with conflicting deadlines to complete projects

Skilled in providing and following oral and written instructions in English

Skilled in establishing and maintaining productive working relationships

Skilled in working with a wide variety of computer software to include WORD, EXCEL, PPT

Ability to effectively communicate verbally and in writing to all level of staff and visitors

Ability to type 60 net words per minute with less than 5% error rate

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 25 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

A High School Diploma or equivalent with some college course work in Business, English or Computer Science **AND** five (5) years experience performing increasingly responsible administrative support work in a municipal environment **OR** office management experience to include computerized office equipment and software.

Highly desired qualification not mandatory for all positions in classification

2005 1 of 1