



May 2007  
FLSA: NON-EXEMPT

## **ADMINISTRATIVE SECRETARY**

### **DEFINITION**

Under general supervision, provides varied office administrative, secretarial and, general clerical assistance for the implementation and monitoring of specific departmental/divisional programs; provides information externally and internally regarding Town/departmental policies and/or procedures; performs varied technical and non-technical support work for the department to which assigned such as telephone and counter reception, service coordination, word processing, data entry, report preparation, records management, and work order processing; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. No direct supervision of staff is exercised. May exercise technical and functional direction over lower-level staff.

### **CLASS CHARACTERISTICS**

This is the fully experienced class within the administrative support series. Incumbents perform a variety of specialized and confidential administrative, secretarial, and clerical work for various Town departments, including coordinating assigned programs and projects, providing general information to the public, and other administrative, budgetary, database, and support work. This class is distinguished from the Administrative Analyst in that the latter requires an ability to plan, implement, and manage programs and special projects and demonstrates advanced knowledge and skills.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, and executes administrative assignments and special projects related to assigned area of responsibility, including assisting with budget preparation, planning, and implementation; maintaining accurate and detailed records; verifying accuracy of information; researching discrepancies and recording information.
- Prepares, submits, and receives all claims and requisitions; obtains quotes for specialized supplies and equipment; and/or authorizes payments and purchases.
- Coordinates travel arrangements and accommodations for department personnel and submits all related paperwork.
- Coordinates and schedules meetings, appointments, and speaking engagements for departmental personnel, appointed boards and commissions; arranges for meeting rooms and may attend meetings and take minutes.

- Researches, compiles, and analyzes information; prepares specialized analytical reports relating to a core function of a departmental operation.
- Serves as a liaison, through a variety of mediums, between key department personnel and other Town departments, law enforcement agencies, news media, and the general public.
- Addresses concerns, inquiries, and complaints from the general public and takes appropriate action to ensure an expedient and satisfactory resolution.
- Conducts research of State and Federal codes and statutes and other regulatory policies and procedures related to department projects.
- Develops, verifies, and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Performs personnel functions within the department, including preparing and maintaining personnel records related to files, training, evaluations, recruitment assistance, new hires, employment status, and workers' compensation; provides personnel reports and information to departmental personnel and others, as required.
- Coordinates the completion of one or more departmental processes with little to no supervision; may include contract administration, applications, licenses, insurance documents, and permits.
- May assess the Department's training needs, formulate training plans and budgets, identify resources, and implement training plans.
- Organizes and maintains various administrative, confidential, reference, imaging, and follow-up files; purges files as required.
- Receives cash for designated items, makes appropriate change, and reconciles cash timely and accurately.
- Prepares, copies, and distributes a variety of documents, including agendas, bid packages, contracts, and specifications; ensures proper filing of copies in departmental or central files.
- Screens calls, visitors, and mail; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from public; enters/tracks public calls into appropriate computer databases; directs callers to appropriate Town staff via switchboard or dispatching using a two-way radio as necessary; assists public at front counter and directs public to appropriate locations/staff.
- Composes, types, transcribes, researches, formats, and proofreads a wide variety of correspondence, minutes, reports, letters, and memoranda; types from rough drafts, verbal instructions or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; makes or suggest corrections to drafts.
- Receives, codes, logs, schedules, and distributes service requests and work orders.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Makes copies; collates materials; files copies of letters, memoranda, reports, and other materials in department and/or central files.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and practices of employee supervision.
- Organization and function of public agencies, including the role of an elected Town Council and appointed boards and commissions.
- Applicable codes, regulations, policies, and technical processes and procedures related to the department to which assigned.

- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Business arithmetic and basic statistical techniques.
- Basic principles of record keeping and cash handling.
- Computer applications related to the work, including word processing, web design, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Town staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and Town staff, in person and over the telephone.

**Ability to:**

- Plan, schedule, assign, and oversee activities of assigned staff.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper work procedures.
- Identify and implement effective course of action to complete assigned work.
- Perform responsible administrative and secretarial support work with accuracy, speed, and minimal supervision.
- Provide varied, confidential, and responsible secretarial and office administrative work requiring the use of independent judgment, tact, and discretion.
- Understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests and interruptions.
- Compose correspondence and reports independently or from brief instructions.
- Organize, maintain, and update office database and records systems.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Take notes rapidly and accurately; transcribe own notes.
- File materials alphabetically, chronologically, and numerically.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade with supplemental training in administrative or secretarial skills and relevant computer software applications programs, and three (3) years of varied administrative support experience preferably involving some public contact.

**License:**

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.