

CITY OF SALINAS

CONFIDENTIAL ADMINISTRATIVE SECRETARY

BARGAINING UNIT/CLASS CODE:

Conf. Misc./E15

DEFINITION

To perform a variety of highly responsible, confidential and complex administrative, secretarial, payroll, accounting, and office management duties for the City Manager's Office.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the secretarial series and is distinguished from the Secretary Class by the confidential nature of work assignments, the complexity, responsibility and sensitive duties assumed related to functioning as a personal secretary to the City Manager, Deputy City Manager, Mayor and Council Members.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager. Technical or functional supervision may be received from the Deputy City Manager, Mayor or Council Members. May exercise general supervision of other clerical support positions.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Perform a wide variety of complex, responsible, and confidential office management duties for a department head. Screen calls, visitors and mail. Interpret City policies, rules and regulations and respond to inquiries and refer inquires as appropriate. Represent the City Council's mission, values and standards for an effective organization. Independently respond to letters and general correspondence of a routine nature when directed. Make travel arrangements for Council and staff of the City Manager's Office. Take and transcribe oral dictation from notes or transcribing machine recordings; operate office equipment. Type a variety of materials, including general correspondence and memoranda. Maintain/supervise maintenance of related departmental accounting documents and reports. Answer telephone and serve the public and staff in a courteous and professional manner. Research, compile and analyze data; prepare special projects and various reports. Initiate and maintain a variety of files and records. Serve as Secretary to the Special Events Committee, preparing the agenda, assembling background materials, taking and transcribing minutes of the meeting, and performing related support services. Prepare, process and maintain all departmental personnel and payroll records for departmental staff. Prepare and process personnel actions, hiring requisitions, performance reviews, performance agreements; purchase orders, purchase releases, workers compensation forms for injuries sustained on duty. Process leave request form for vacation, annual leave, sick leave, industrial leave, workers compensation, compensatory time, flexible benefit, or other payroll related forms. Receive, sort and distribute payroll checks. Prepare, maintain, and process uniform allowance list, leave balance reports or other related lists or rosters. May order, issue and maintain departmental supplies, equipment and uniforms; maintain inventory controls. Respond to inquiries as it relates to payroll, leave time, overtime, compensation time, workers compensation, or other payroll related questions. Assist in supervising and training support personnel. Recommend organization or procedural changes affecting support activities. Assume some of the responsibilities of the Executive Assistant in her absence. Promote and maintain safety in the work place. Perform other related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.;

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physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Principles of office management, organization, and employee development. Principles and practices of clerical, payroll and administrative procedures. English usage, spelling, grammar, and punctuation. Personal Computers and City Software programs. Modern office methods, procedures, and equipment. Business letter writing. Organization, procedures, and operating details of the City department to which assigned. City government organization, functions, policies, rules and regulations. Principles of supervision and training. Business arithmetic. Clerical and financial record keeping principles and procedures.

Ability to:

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service. Make accurate mathematical computations. Communicate clearly and concisely, orally and in writing. Compose general correspondence and letters. Work cooperatively with other departments, City officials, and outside agencies. Interpret and apply administrative and departmental policies, laws, and rules. Assist in the preparation and administration of the Annual Budget for the Department or work unit. Operate standard office equipment such as typewriters, computers, copiers, calculators and word processing software/equipment. Work independently in the absence of supervision and work under pressure to meet deadlines. Analyze situations carefully and adopt effective courses of action. Plan, organize and schedule priorities in the office. Compile and maintain complex and extensive records and prepare reports. Maintain confidential data and information. Understand and carry out oral and written directions. Establish and maintain effective working relationships with City and the general public. Supervise and train subordinates.

Skills to:

Type at a minimum speed of 60 net words per minute. Take and transcribe dictation from rough draft, shorthand notes, or transcribing machine recordings.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of the twelfth grade and four years of increasingly responsible experience in secretarial, payroll and office support work.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____