

CITY OF SALINAS

SECRETARY

BARGAINING UNIT/CLASS CODE:
SMEA / E07

DEFINITION

To take dictation and transcribe notes; to perform a wide variety of complex and difficult secretarial duties for City Boards and Commissions; and to perform a wide variety of general clerical and secretarial duties as required in assigned department.

DISTINGUISHING CHARACTERISTICS

This is the journey level class of the secretarial series and is distinguished from the Administrative Secretary class by not having department or division support function supervision responsibilities. Positions in this class are distinguished from classes in the general clerical series by the ability to take and transcribe dictation by various means.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from professional or management personnel. May exercise general supervision of support staff.

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

Serve as Secretary to assigned Board or Commission; attend meetings of assigned Board or Commission; take, record, transcribe, type and distribute minutes of meetings. Coordinate and participate in the preparation and processing of agendas; ensure that staff reports are typed and that agenda packet is complete including all staff reports and related supporting documents; coordinate the duplication, collation, and distribution of agenda packets. Prepare and distribute notices, action reports, letters and other correspondence as required by action taken in meetings. Maintain files and records of official meetings. Serve as back up Secretary to the City Council and various City Boards and Commissions as necessary. Perform general, clerical and secretarial support services for the office or division to which assigned, including making appointments, arranging conferences and meetings, typing and filing, maintaining related accounting documents and reports, and checking and recording information. Check and review a variety of data for completion and conformance with established regulations and procedures. Compile information and data for statistical and financial reports. Act as receptionist; screen calls and visitors, and answer inquiries as applicable. Receive, sort and distribute incoming and outgoing correspondence. May prepare, process and maintain personnel and payroll records for departmental staff. May prepare and process personnel actions, hiring requisitions, performance reviews, performance agreements, purchase orders, purchase releases, workers comp forms or other internal documents. May process leave request form for vacation, annual leave, sick leave, industrial leave, worker's compensation, compensatory time and flexible benefits. May receive, sort and distribute payroll checks. May maintain leave balance report. May assist in preparing and assembling City Council/Commission packets. May assist in maintaining administrative files including historical legal documents, resolutions, ordinances, agreements, deeds and annexations. May perform microfilming and filing. Perform data entry. May order, issue and maintain departmental supplies and equipment; maintain inventory controls. Promote and maintain safety in the work place. Perform 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

**CITY OF SALINAS
SECRETARY (continued)**

overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs; 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:

English usage, spelling, grammar and punctuation. Modern office procedures, methods and equipment. Record keeping principles and procedures. Principles of supervision, training and performance evaluations. Computer usage.

Ability to:

Learn department policies, procedures, organization, and operating details. Promote the mission, values and standards of an effective organization. Maintain confidential data and information. Understand the organization and operation of City Boards and Commissions as assigned, and of outside agencies as necessary to assume assigned responsibilities. Understand and carry out oral and written directions. Understand, interpret and apply a body of technical information beyond normal department policies and procedures. Work independently, exercising independent judgment and discretion. Establish and maintain complex filing systems. Communicate effectively, orally and in writing. Establish and maintain effective working relationships with others.

Skills to:

Ability to type at a speed of 40 words per minute. Ability to take and transcribe dictation from rough draft, shorthand notes, or other transcribing machine recordings.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills, and abilities required to perform the duties would be any combination equivalent to completion of the twelfth grade and three years of increasingly responsible clerical experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 2-94, REV: 10-00, REV: 8-05