

CITY OF SALINAS

ADMINISTRATIVE SECRETARY

BARGAINING UNIT/CLASS CODE:
SMEA/E03

DEFINITION

To perform a variety of highly responsible, confidential and complex clerical, secretarial and administrative duties and office management for a department/division.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the secretarial series and is distinguished from the Secretary Class by the more complex, responsible and sensitive duties assumed related to functioning as the personal secretary and/or office manager to a department/division head.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a department/division head. 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. Screens calls, visitors and mail. Interprets City policies, rules and regulations and responds to inquiries and refer inquires as appropriate. Represent the department head's mission, values and standards for an effective organization. Independently respond to letters and general correspondence of a routine nature. Make travel arrangements, maintain appointment schedules and calendars, and arrange meetings and conferences. Take and transcribe oral dictation from shorthand notes or transcribing machine recordings; operate office equipment. Type a variety of materials, including general correspondence and memoranda. Participate and assist in the administration of a department; prepare comprehensive reports, compile annual budget requests, and recommend expenditure requests for designated accounts, 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 a Board or Commission, preparing the agenda, assembling background materials, taking and transcribing minutes of the meeting, and performing related support services. Supervise, train, and evaluate support personnel. Recommend organization or procedural changes affecting support activities. 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 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.

**CITY OF SALINAS
ADMINISTRATIVE SECRETARY (continued)**

QUALIFICATIONS

Knowledge of:

Principles of office management, organization, and employee development. English usage, spelling, grammar and punctuation. 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, training and performance evaluation.

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 organization. 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 and use modern office 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, train and evaluate subordinates.

Skills to:

Type at a speed of 50 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 and office support work.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-94, REV: 10-98, REV: 12-03, REV: 01-06