



ADMINISTRATIVE SECRETARY

Definition:

Under general supervision, performs a wide variety of complex clerical support duties for a department.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Performs keyboarding, data entry, and filing.
2. Assists with verifying payments, responding to moderately complex inquiries, providing routing or procedural information, fielding calls, and directing work orders.
3. Schedules appointments, acts as department receptionist, receives telephone calls and complaints, and provides assistance to the public and other agencies.
4. Prepares a variety of moderately complex documents in draft and final form using a personal computer and word processing software.
5. Prepares a variety of moderately complex letters and reports.
6. Participates in the development and maintenance of moderately complex spreadsheet programs.
7. Operates a variety of office equipment.
8. Provides complex clerical assistance to supported staff.
9. Assists in moderately complex research data collection and report preparation.
10. Screens calls and provides a variety of assistance to the public and other agencies.
11. Performs some moderately complex account clerk work such as maintaining accounts and assisting with budgets.
12. Attends periodic evening meetings and weekend events.
13. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Professional writing techniques.
- Record keeping principles and procedures.
- Relevant mathematical principles and functions.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

Skill and Ability to:

- Deal with the public in person or on the telephone.
- Code, post, and monitor accounts payable.
- Understand and follow verbal and written direction.
- Plan, organize, prioritizes, and perform duties as assigned with minimal supervision.

- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be graduation from high school or equivalent, and three years clerical experience. Municipal experience preferred.

Licenses and Certificates:

Possession of a valid California driver's license is required by the date of hire.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings and on weekends.