

City of Victorville Position Description

ADMINISTRATIVE SECRETARY

DEFINITION

Under general supervision, performs a variety of highly responsible secretarial, record keeping and administrative support duties for the department head and other administrative staff; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Administrative Secretary is the highest-level skilled class within the clerical series classification which performs high-level secretarial and support functions. This classification is distinguished from other support classes by the complex, responsible, sensitive and confidential duties related to providing administrative and secretarial support to the department head. Instructions are generally given only upon request and originality of thinking is required in interpreting and applying policies and precedents to unusual situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs a wide variety of complex, responsible and confidential duties for the department head; composes correspondence not requiring the personal attention of management; screens calls and visitors and refers inquiries as appropriate; responds to complaints and requests for information regarding the intent of instructions, precedents, and regulations; interprets City policies, rules and regulations in response to inquiries as appropriate; takes minutes of City meetings and commissions; schedules public hearings, meetings, and department head commitments; advises public about City policies, procedures, regulations, and practices; transcribes text from rough draft, notes, or Dictaphone recordings; relieves the administrator of routine budget, payroll and purchasing duties; gathers and prepares information for reports; initiates and maintains a variety of files and records of information such as payroll, attendance, budget production, and cost records; maintains manuals and updated resource materials; makes travel arrangements; maintains appointment schedules and calendars and arranges meetings, conferences and civic functions; establishes, improves, and purges departmental filing systems; may provide clerical support to a board or committee, including the preparation of the agenda, assembling materials and taking minutes of the meeting; may conduct special studies relating to the development and implementation of clerical procedures and policies; participates and assists in the administration of the office; prepares comprehensive reports; participates in the department annual budget process and recommends expenditure requests for designated accounts; reviews, logs, and determines priority of and routes correspondence; researches and compiles data for special projects and various reports; may provide support to the Mayor, City Council, and other administrative staff.

EMPLOYMENT STANDARDS

Training & Experience - High school diploma or GED, supplemented by college-level course work with at least three years of increasingly responsible secretarial experience in a similar position. Must be experienced in Microsoft software programs; must type accurately at a net speed of 60 words per minute, take dictation at 90 words per minute and accurately transcribe in final format from notes. Eligibility List may be used to fill future vacancies, thereby the requirement of taking dictation at 90 words per minute and accurately transcribe in final format from notes may or may not be required for future vacancies.

Knowledge of: Modern office methods, procedures, and clerical operation; organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities; record keeping and records management; English usage, spelling, grammar, punctuation and syntax; organization, procedures and operation details of City departments.

Ability to: Operate an office computer and a variety of word processing and software applications. Interpret and apply departmental policies, procedures and rules; supervise, train, evaluate clerical personnel; prioritize work; maintain confidentiality; deal effectively with members of the community and the press; work independently in the absence of supervision; communicate effectively, both orally and in writing; work cooperatively with other departments and outside agencies; analyze situations carefully and adopt effective courses of action; compile and maintain complex and extensive records and prepare reports; understand and carry out oral and written directions; establish and maintain effective working relations with proper attitude.

License/Certificate: Possession of a valid class "C" California driver's license.

WORKING CONDITIONS

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing and walking. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and attend night meetings after regular working hours. Must be willing to work an irregular schedule, which may include weekends, holidays, evenings and/or varying hours.

APPROVED:


DIRECTOR OF HUMAN RESOURCES

DATE REVISED: April 6, 2006

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position
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