



## JOB DESCRIPTION

### Secretary

Date Prepared: August, 2014

**SUMMARY:** Under general supervision, performs secretarial and clerical work of moderate difficulty and complexity; assists the public by answering inquiries and complaints; performs related duties, as assigned.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Perform secretarial duties such as typing reports, correspondence, and other data of confidential nature.
- Maintain timesheet and payroll related records.
- Prepare statistical reports related to departmental activities.
- May take minutes of City meetings, commissions, and committees.
- Maintain records, documents, and supporting material for department and ensure their proper disposition.
- Ensure proper filing of appropriate documents.
- Assist with implementing changes and improvements of office procedures.
- Check and review a variety of data for completion and compliance with established regulations and procedures.
- Maintain electronic files, departmental records, and documentation.
- May issue licenses, permits, ID cards, City documents.
- Calculates and receipts for fees.
- Maintain inventory control and orders supplies.
- Schedule public hearings, meetings, and Department Head commitments.
- May perform duties of an Administrative Secretary on a temporary basis.
- Greet public, answer telephone, and advise the public with regard to City policies, procedures, regulations, and practices.
- Establish, improve, and purge, departmental filing system.
- Operate office equipment.
- May collect, post, and account for funds.
- Compile reports and budgets.

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

High school diploma OR GED equivalent SUPPLEMENTED BY college or training AND two years of experience performing advanced clerical duties. Government agency experience is preferable. Must be proficient in Microsoft Office applications.

**Knowledge of:**

- Modern office methods, procedures, and equipment.
- Composing letters and reports.
- Filing methods and recordkeeping to maintain accurate information in alphabetical, chronological, and/or numerical order.
- Elements of proper English usage, vocabulary, spelling, and arithmetical calculations.
- City procedures, policies, and precedents.

**Skill in:**

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Using independent judgment, discretion, and confidentiality.
- Composing clear, concise, and grammatically correct correspondence and memos.
- Proofreading to identify errors in spelling, grammar, punctuation, English usage and statistics.
- Designing forms and charts for department use.
- Making calculations with speed and accuracy.
- Prioritizing and scheduling workload to ensure completion when faced with deadlines or emergencies.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an indoor 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, walking, lifting, carrying moderately heavy boxes up to 50 pounds, and/or utilizing a hand dolly. 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 overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Officer

\_\_\_\_\_  
Date