

ADMINISTRATIVE SECRETARY

DEFINITION OF WORK

Under immediate supervision, performs complex skilled clerical and responsible administrative and technical work in assisting a major operational or staff official; does related work as required.

EXAMPLES OF WORK

Provides advice and recommendations to supervising official on administrative matters; provides a variety of support services for boards/commissions; attends meetings, takes and prepares minutes; composes correspondence based on general verbal instructions; may approve Purchase Orders, Request For Checks and Employee Requisitions; researches, compiles and analyzes various technical or budget information; schedules and arranges meetings and travel for City officials. Using word processing or other standard computer software, generates a variety of correspondence, reports, booklets and other materials involving confidential or complex technical information; may use microprocessor to enter, store and analyze a variety of information; assists the supervisory official by handling complaints and inquiries from the public; maintains central files for the department; may train and supervise subordinate clerical staff; serves as receptionist; prepares payroll/personnel/purchasing transactions; receives and routes mail.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma supplemented by college level training in business administration or secretarial science and extensive increasingly responsible experience in secretarial and administrative work.

Knowledge, Skills and Abilities: Comprehensive knowledge of standard office practices, procedures, equipment and secretarial techniques; comprehensive knowledge of the functions, methods, policies and responsibilities of area of speciality; working knowledge of word processing and spreadsheet software; ability to establish and maintain harmonious working relationships with others; ability to work under pressure; ability to organize and perform work independently; ability to lay out and type complex forms and tables; ability to make difficult arithmetic calculations; ability to use discretion in the possession of confidential information; ability to type accurately in excess of 60 words per minute.