

## **ADMINISTRATIVE SECRETARY**

### **DEFINITION**

To perform a variety of highly responsible, confidential and complex clerical, secretarial and administrative duties for departments. To effectively, with responsible knowledge, manage the daily duties and operations of the Community Development & Building and Public Works Departments.

### **DISTINGUISHING CHARACTERISTICS:**

This is the advanced journey level class in the Secretarial series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned to classes within this series including performing routine administrative support to the management personnel in addition to secretarial support.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from assigned supervisory personnel.

May exercise technical and functional supervision over subordinate secretarial positions.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following: Perform a wide variety of complex, responsible and confidential secretarial and administrative duties for management personnel; perform routine administrative projects for management personnel; research and compile background data; maintain records and files regarding department's administrative activities; screen calls and visitors; respond to moderately complex requests for information; interpret and explain City and department policies, rules and regulations in response to inquiries; refer inquiries as appropriate; independently respond to letters and general correspondence not requiring the attention of management personnel; coordinate and make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences; perform accounting functions related to ordering supplies, equipment and services; may maintain personnel files and records for department employees, order and purchase supplies for the department; perform clerical duties related to departments activities such as typing, filing and distributing mail; participate and assist in the administration of a department budget; prepare statistical background data for budget purposes; research, compile and analyze data for special projects and various reports; initiate and maintain a variety of files and records; assist in the support of commissions including preparing the agenda, assembling background materials, distributing the agenda, attending meetings, transcribing minutes; recommend organization or procedural changes affecting clerical activities; and perform related duties as assigned.

**EXAMPLES OF DUTIES CONTINUED:**

In addition, the duties include: taking in plans and calculating the fees for plan checking; keeping Building Permit records, both of those active and inactive projects for each address in the City established for commercial, residential or industrial premises; calculating permits for construction, improvements, and issuing the permits and any other building code requirements; and scheduling inspections for both building and planning code enforcement.

**KNOWLEDGE OF:**

English usage, spelling, grammar and punctuation; modern office methods, procedures, and computer equipment including WordPerfect and Excel programs ; business letter writing; pertinent City government organizations, functions, policies, rules and regulations; and principles. Communication skills to effectively and respectfully address the public's needs both in English and Spanish.

**ABILITY TO:**

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities; communicate clearly and concisely; both orally and in writing; compose general correspondence and letters; interpret and apply administrative and departmental policies, laws and rules; operate and use modern office equipment including word processing equipment as assigned; 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; establish and maintain effective working relationships with those contacted in the course of work; and type accurately at a speed of 50 words per minute; and ability to communicate both orally and in writing with the Spanish speaking community.

**EXPERIENCE AND EDUCATION:**

Any combination of experience and education that would likely provide the required knowledge and abilities in qualifying. A typical way to obtain the knowledge and abilities would be:

Experience - Five years of increasingly responsible secretarial and administrative experience, involving frequent contact with the public.

Education - Equivalent to completion of the twelfth grade, including or supplemented by an equivalence of two (2) years minimum of college in the field of Business Administration.

**LICENSE OR CERTIFICATE:**

Certificates of courses completed in word processing, a Bilingual certificate in the Spanish language, and possession of a valid California Driver's License.

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