

ADMINISTRATIVE SECRETARY

NATURE OF WORK

This is responsible clerical work of an administrative nature with varied scope serving as a secretary to a department head.

Work involves performing a wide variety of clerical and administrative tasks and may involve supervision of subordinate clerical and accounting staff members. Work includes composing routine memoranda and correspondence; scheduling appointments and meetings for department head; receiving and screening calls; and preparing routine reports. Work also includes organizing and assigning work to subordinate clerical and accounting staff members; implementing staff training programs; interpreting administrative decisions and policies; and participating in budget preparation and administration. An employee in this classification exercises independent judgment in the disposition of work matters. Assignments are received in the form of generalized instructions with work being reviewed by the department head in the form of reports, conferences and results achieved. Supervision may be exercised over subordinate clerical and accounting staff.

EXAMPLES OF WORK PERFORMED

Plans, organizes, assigns and supervises the work of subordinate clerical and accounting staff.

Interprets administrative decisions and established policies based upon explanation by superior.

Performs responsible clerical and administrative tasks including composing routine correspondence and memoranda; scheduling appointments and meetings for department head; receiving and screening calls; and taking and transcribing dictation.

Maintains financial, statistical, and other clerical records and prepares reports from such records; reviews records and reports for accuracy, completeness, and compliance with policies and procedures.

Maintains a wide variety of complex clerical and accounting records.

Participates in the preparation of departmental budget and maintains fiscal records in order to monitor budgetary expenditures.

Operates a telephone/radio dispatch unit for the purpose of receiving and dispatching information to field units.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of business English, spelling and punctuation.

Considerable knowledge of modern office practices and procedures.

Knowledge of the basic principles of accounting and financial record keeping procedures.

Knowledge of organizational and administrative policies and procedures.

Ability to interpret rules, regulations and policies, and to make decisions in accordance with established precedent.

Ability to perform routine administrative tasks including the preparation of correspondence, reports and memoranda.

Ability to maintain complex financial, statistical, and clerical records, and to prepare reports from such records.

Ability to plan, organize, assign and supervise the work of clerical and accounting subordinates.

Ability to establish and maintain effective working relationships with municipal officials, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Skill in the rapid and accurate transcription of oral dictation.

Skill in the operation of a typewriter, word processing equipment, microcomputer, computer terminal, transcription machine, calculator, and other common office machines.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school or equivalent supplemented by course work in business management, business administration, or related field, and considerable experience in performing responsible clerical and stenographic work plus some experience in the supervision of clerical or accounting subordinates.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent including or supplemented by course work in business practices plus experience in clerical and stenographic work or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

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