

CITY OF SCOTTS VALLEY CLASS SPECIFICATION

ADMINISTRATIVE SECRETARY I

JOB PURPOSE

Under general supervision, provides administrative staff support to department staff for management of departmental operations; provides a wide variety of secretarial services which relieve management and supervisory staff of clerical administrative details, and performs related work as required.

EXAMPLES OF DUTIES

Administrative Secretary I positions may perform any of the duties set forth in the class specification for Secretary II. In addition, they:

Essential Duties:

- Provides administrative assistance to staff;
- Answers telephone and directs calls or takes messages for appropriate staff;
- Receives citizens and assists or obtains assistance as required;
- Files departmental records and correspondence;
- Makes arrangements for meetings and conferences and takes minutes at such if required;
- Types letters, memos, forms, staff reports, public hearing notices, agendas, etc. from handwritten copy or dictaphone;
- Composes rough draft of some correspondence;
- Operates office machines as required to perform duties of the position, including dictating, calculating, copying, typewriting, word processing and other office related machines;
- Compiles fees from each department's input;
- Assists in compilation of departmental budget as directed;
- Reviews and edits reports prepared by staff for proper grammar, style, form, and consistency;
- Acts as liaison with other City departments, public agencies and the public;
- Coordinates public relations efforts as assigned by preparing public information material;

Marginal Duties:

- Sorts and distributes incoming mail to appropriate department personnel;
- Makes copies as required by the public;
- Assist in preparation of agenda packets;
- Performs other related duties as assigned;
- May be required to attend night meetings.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to completion of high school and at least three years secretarial experience, including at least one year in a responsible administrative support capacity. Supplemental college experience desirable; or any combination of education and experience which provides the skills, knowledge, and abilities listed. A typical way to obtain these qualifications would be through a degree from an accredited college or university in business, public administration or a related field, and two years of responsible administrative experience.

Ability to: Communicate courteously and effectively with the public and other staff; acquire knowledge quickly about City functions, policies and staff; compose correspondence when necessary; use good judgment and tact; type accurately at a minimum of 60 words per minute; and/or transcribe from dictaphone accurately at a reasonable rate of speed; reason and learn new techniques and equipment such as computer hardware and software; read, interpret, and apply policies, laws, rules and regulations; make mathematical calculations at a high school level; follow oral and written instructions; plan and organize own work and work space; take direction from several supervisors; ability to prioritize; remain calm under pressure; work independently with minimum supervision; meet established deadlines; establish and maintain effective working relationships with the public, department and Citywide staff, as well as City advisory bodies.

Knowledge of: Office practices and procedures; basic mathematics; correspondence forms and correct punctuation, spelling, grammar and vocabulary; and basic records retention systems; telephone techniques; letter and report writing, composition, and proofreading of reports, memos, and correspondence; standard office equipment; knowledge of the organization and operation of a municipal government; knowledge of effective work management and scheduling techniques; general knowledge of the function of the department.

Driver's License: Possession of a valid, appropriate State of California driver's license.

CITY COUNCIL APPROVAL DATE: 12-16-92

Amended by Council: 04-05-00

Amended by City Manager 06-08-01