

# CITY OF SCOTTS VALLEY CLASS SPECIFICATION

## ADMINISTRATIVE SECRETARY III

### **JOB PURPOSE**

Under general supervision, provides administrative staff support to a Department Head 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 III positions may perform any of the duties set forth in the class specification for Administrative Secretary II. In addition, they:

#### **Essential Duties:**

- Provides administrative assistance to Department Head;
- May serve as back-up to record proceedings of City Council and other official bodies;
- May provide lead direction to clerical support staff;
- Reviews and edits reports prepared by Department Head for proper grammar, style, form and consistency.

#### **Marginal Duties:**

- 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 five years secretarial experience, including at least two years 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 two years of continuous service with the City of Scotts Valley as an Administrative Secretary II OR 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