

CITY OF SCOTTS VALLEY CLASS SPECIFICATION

SECRETARY II

JOB PURPOSE

Performs a variety of diverse and complex clerical tasks, and may serve as the only clerical position in the assigned division or department.

EXAMPLES OF DUTIES

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

Essential Duties:

- Compile and process a variety of transactions, documents and records in support of one or more primary activities of the division or department. These may include employment applications, equipment maintenance records, building permits, labor and material costs, purchase orders, etc.
- Disseminate information on a regular basis concerning the above functions to other City personnel, the public, vendors, and outside agencies and businesses. This entails the possession of extensive knowledge regarding the process, policies, and regulations of the division or department.
- Type a variety of correspondence, forms, legal documents, reports, financial or statistical statements, and technical specifications from dictating equipment, clear copy or draft.
- Assemble required supplemental material and may independently compose routine correspondence and reports in accordance with established guidelines.
- May arrange appointments, schedule meetings, and perform related tasks for division or department managers.
- May attend occasional evening meetings, record proceedings and prepare summaries or minutes on a relief basis.

Marginal Duties:

- Perform other related duties as required.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Equivalent to completion of high school and two years of continuing service with the City of Scotts Valley as a Secretary I. Additional qualifying education may be substituted for up to one year of the desired experience.

Ability to: Operate a variety of modern office equipment; develop a detailed knowledge of division or department operations; follow written and oral instructions; make decisions in procedural matters without immediate supervision; type at a speed of not less than 55 words per minute from clear copy; and maintain effective working relationships with those contacted in the course of work.

Knowledge of: Office practices and procedures; basic mathematics; correspondence forms and correct punctuation, spelling, grammar and vocabulary; and basic records retention systems and modern office equipment.

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