# 2105 - ADMINISTRATIVE SECRETARY

## NATURE OF WORK

Varied responsible clerical and stenographic work as secretary to a department head.

## ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Perform a variety of secretarial duties relative to the needs of a department head.
Prepare and maintain statistical and technical reports.
Act as secretary and receptionist to a major department head.
Take default and often confidential dictation, sometimes involving a high degree of proficiency and discretion.
Type a wide variety of correspondence and documents from shorthand notes, rough draft, or own composition.
Assist in preparation of board, council or other executive meeting agendas, and to transcribe minutes for administrative review and record and to perform duties related thereto.
Aid in the preparation of departmental budgets.
Prepare a variety of reports
Type, proof-read, and run-off stencils.
Do related work as required.

## KNOWLEDGE, SKILLS AND ABILITIES

High degree of proficiency in the use of the typewriter and in the taking transcribing of dictation and shorthand notes.
Considerable knowledge of modern office equipment, practices and procedures.
Considerable knowledge of business arithmetic and English.
Knowledge of City ordinances, laws and regulations.
Some knowledge of bookkeeping methods and procedures.
Some knowledge of a ability to develop effective office procedures.
Ability to rapidly acquire considerable knowledge of the legal, and procedural regulations applicable to the organization of assignment.
Ability to prepare detailed and comprehensive records and reports.
Ability to direct the work of employees engage in secretarial or clerical duties.
Ability to establish and maintain effective working relationships with other employees and the general public.
Ability to make minor decisions in accordance with set procedures, laws and to apply these to work problems.

## MINIMUM REQUIREMENTS

Three (3) years of full-time paid secretarial experience (one year supervisory experience desired). Type 40 correct words per minute.

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### PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, pushing, and pulling.

### SUPERVISION RECEIVED

General and specific assignments are received and work is performed with some latitude in the use of independent judgement in the selection of work methods.

### SUPERVISION EXERCISED

Usually none but may direct secretarial and clerical worker.

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