

**SECRETARY***Class Definition*

Under supervision, performs general secretarial and clerical duties related to the function and department to which assigned.

*Distinguishing Characteristics*

Secretary is the journey level class in the secretarial series and is distinguished from classes in the Administrative Clerk series by the direct secretarial and office administrative support provided for designated management, professional or technical staff. This class differs from Senior Secretary in that incumbents of that class provide secretarial and office administrative support for a large organizational unit or division and/or major commissions, committees or boards.

*Typical Tasks*

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Provides secretarial and office administrative support to management, professional and technical staff.

Types and processes documents from rough draft, Dictaphone recordings, or verbal instruction using word processing equipment and/or typewriters.

Reviews finished materials for accuracy, completeness, format, compliance with policies and procedures and appropriate English usage.

Maintains calendars, makes appointments, schedules and arranges for meetings, and makes travel and other arrangements.

Compiles and maintains informational materials from a variety of sources; compiles and analyzes data for special projects and various reports.

Initiates specified correspondence independently for signature by appropriate management, supervisory or professional staff.

Organizes and maintains various office files.

May organize, assign and review the work of a small office support staff; may instruct staff in work procedures.

Receives and screens visitors and telephone calls; provides information which may require the interpretation of policies and procedures.

May take and transcribe dictation from rough draft, shorthand notes or Dictaphone recordings.

Recommends organization or procedural changes affecting clerical activities.

Performs related duties as required.

Knowledge, Skills, and Abilities

Knowledge of English usage, spelling, grammar and punctuation.

Knowledge of modern office practices and procedures, including filing systems and business letter writing.

Ability to accurately operate modern office equipment at a speed necessary for timely completion of assigned duties.

Ability to communicate effectively, both orally and in writing.

Ability to provide lead direction to subordinate staff.

Ability to explain and apply departmental policies, rules and procedures.

Ability to organize and maintain accurate technical, complex, sensitive and/or confidential records and files.

Ability to establish and maintain effective working relationships.

Ability to accurately take and transcribe dictation at a speed necessary for timely completion of assigned duties may be required.

Minimum Qualifications

Two years of increasingly responsible experience equivalent to that gained as a Senior Administrative Clerk with the City of Fresno.

Special Requirements

Possession of a valid California Driver's License may be required.

Ability to take dictation at a speed necessary for timely completion of assigned duties may be required depending upon department needs.

APPROVED: \_\_\_\_\_  
Director

DATE: \_\_\_\_\_