

SENIOR SECRETARY

Class Definition

Under supervision, performs secretarial and office administrative duties for a large organizational unit or division and/or major commissions, committees or boards.

Distinguishing Characteristics

Senior Secretary is the advanced journey level class in the secretarial series and is distinguished from the Secretary class by the nature, diversity and scope of responsibilities. This class differs from Executive Secretary in that incumbents of that class perform highly responsible, complex and confidential administrative and secretarial support work for City department heads or other executive staff.

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 staff support to assigned administrator.

Serves as Secretary to a commission, committee or board; prepares agenda; assembles background material; takes and transcribes minutes of meetings; performs related support duties.

Serves in a lead capacity over assigned secretarial/clerical staff; ensures that work is handled on a priority basis and deadlines are met.

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.

Researches, 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.

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 interpret 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 secretarial experience. Twelve units of business or academic college course work relating to office management/secretarial sciences may be substituted for one year of experience.

Special Requirement

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

APPROVED: _____
Director

DATE: _____

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