



JOB DESCRIPTION

Administrative Secretary

Date Prepared: August, 2014

SUMMARY: Under general supervision, performs a variety of highly responsible secretarial, record keeping and administrative support duties for the department head and other administrative staff; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Perform a wide variety of complex, responsible, and confidential duties.
- Screen calls and visitors and refer inquiries, as appropriate.
- Respond to complaints and requests.
- Interpret City policies, rules, and regulations.
- Schedule public hearings and meetings, create agenda, and take minutes of City meetings and commissions.
- Advise the public and staff of City policies, procedures, regulations, and practices.
- May assist with budget, timesheet, and purchasing duties.
- Compile and prepare reports.
- Initiate and maintain a variety of files and records of information such as payroll, attendance, budget production, and expenditure records.
- Compose correspondence.
- Maintain manuals and updated resource materials and make travel arrangements.
- Maintain appointments and calendars, conferences, and civic functions.
- Establish, improve, and purge departmental filing systems.
- May provide clerical support to a board or committee, including the preparation of the agenda, assembling materials and taking minutes of the meeting; may conduct special studies relating to the development and implementation of clerical procedures and policies.
- Participate in the department annual budget process and recommend expenditure requests for designated accounts.
- Review and log department mail and correspondence.
- Research and compile data for special projects and various reports.
- May provide support to the Mayor, City Council, and other administrative staff.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED, supplemented by college-level course work AND three years of increasingly responsible secretarial experience. Must be experienced in Microsoft Office software programs AND must type accurately at a net speed of 60 words per minute.

Knowledge of:

- Modern office methods, procedures, and clerical operation.
- Record keeping and records management.
- Proper English usage, spelling, grammar, punctuation and syntax.
- Organization and project management procedures.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Operating an office computer and a variety of word processing and software applications.
- Interpreting and applying departmental policies, procedures, and rules.
- Supervising, training, and evaluating clerical personnel.
- Prioritizing workload; and maintaining confidentiality.
- Effectively dealing with members of the community and the press.
- Working independently in the absence of supervision.
- Analyzing situations carefully and utilizing effective courses of action.
- Compiling and maintaining complex and extensive records and preparing reports.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes and/or utilizing a hand dolly to lift and transport materials and supplies weighing up to 50 pounds. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and attend night meetings after regular working hours. Must be willing to work an irregular schedule, which may include weekends, holidays, evenings and/or varying hours.

Department Head

Date

Human Resources Officer

Date