

DIVISION SECRETARY

Job Summary:

Under general supervision and in accordance with established procedures, incumbents serve as secretarial support to a Division and/or assigned Commissions. Provide clerical support in the preparation of commission agendas and related materials; attend meetings as needed; distribute agenda packets; complete dispositions and meeting minutes. Provide general clerical support to a Division Manager or equivalent level position.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind duties and work assignments.)

1. Prepares and distributes agenda items and minutes.
2. Prepares, distributes and logs related materials and meeting dispositions.
3. Transcribes tape-recorded committee, commission and/or board meeting minutes; may take notes during meetings.
4. Processes forms, reports, legal documents, and other materials in accordance with legal and procedural requirements.
5. Checks reports, records, and other data for accuracy, completeness, and compliance with established regulations.
6. Provides information to the public and staff regarding office operations, policies, and procedures.
7. Independently prepares some correspondence.
8. Maintains records and operates filing system.
9. Handles complaints or refers to proper authority.
10. Inputs information on computer terminal.
11. Operates a variety of office machines.
12. Types a variety of correspondence, memoranda, reports and other materials.
13. Screens visitors, telephone calls and mail.
14. Maintains database for all incoming correspondence and documents.
15. Processes purchase orders, requisitions and receiving reports for supplies, services and equipment.
16. Maintains supervisor's calendar, schedules appointments and makes travel and hotel arrangements.
17. Responsible for inputting the division's timesheets in IFAS for payroll processing.
18. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

High school diploma or GED and three and a half (3 1/2) years of current increasingly responsible full-time paid experience performing clerical work, including at least six (6) months performing secretarial work. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Modern office procedures, methods, and equipment.
- Record-keeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Letter and report writing techniques and procedures.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Proofreading techniques.
- Customer service principles.

- Basic mathematical concepts/functions.
- Division's functions and programs.

Skill and/or Ability to:

- Type 60 net words per minute from clear copy.
- Attend meetings and tape-record minutes; jot down meeting notes, if necessary.
- Prepare agendas and reports.
- Proofread own work and the work of others.
- Perform clerical work with speed and accuracy.
- Operate standard office machines including, but not limited to, computer and related software, typewriters, calculators, and copiers.
- Transcribe from dictating equipment.
- Establish and maintain effective working relationships with others.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written instructions.
- Effectively communicate orally and in writing.
- Exercise judgment and discretion.
- Collect and compile data.
- Learn city government organization, functions and policies.
- Learn, interpret and apply applicable city, state, and federal laws.
- Organize and complete work according to priority.

License and Certificate:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record. Typing certificate of 60 net words per minute obtained within the last 12 months is required at the time of application.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require talking, hearing, and vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which is primarily sedentary and repetitive.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for long periods of time.
- May be required to work evenings and/or weekends.