

PLANNING SECRETARY

Job Summary:

Under direct supervision, incumbent serves as secretarial support to the Planning Division and Planning Commission. Provides clerical support in the preparation of commission agendas and related materials; attends meetings; distributes agenda packets and completes dispositions and meeting minutes.

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. Arranges and coordinates commission meetings; takes minutes using a shorthand machine or manual shorthand.
2. Prepares and distributes agenda items and minutes.
3. Prepares, distributes and logs related materials and meeting dispositions.
4. Transcribes minutes of planning commission and other meetings.
5. Maintains and secures commission and division files and records.
6. Maintains supervisor's and planning commission's calendar, schedules appointments, makes travel and hotel arrangements.
7. Processes forms, reports, legal documents, and other materials in accordance with legal and procedural requirements.
8. Checks reports, records, and other data for accuracy, completeness, and compliance with established regulations.
9. Provides information to the public and staff regarding office operations, policies, and procedures.
10. Independently prepares some correspondence.
11. Handles complaints or refers to proper authority.
12. Inputs information on computer terminal.
13. Operates a variety of office machines.
14. Types a variety of correspondence, memoranda, reports and other materials.
15. Screens visitors, telephone calls and mail.
16. Maintains database for all incoming correspondence and documents.
17. Processes purchase orders, requisitions and receiving reports for supplies, services and equipment.
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 which includes taking dictation at 100 wpm. 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:

- Operate a personal computer and related software and shorthand machine.
- Type 60 net wpm; take dictation at 100 wpm.
- Attend meetings and take minutes.
- 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.
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License and Certificates:

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 and a valid shorthand certificate of 100 net words per minute from a recognized educational institution obtained within the last 12 months are 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.