

CITY OF CARSON

Title: REDEVELOPMENT PROJECT SECRETARY

Job Summary:

Under general supervision, to take and transcribe dictation; to perform general clerical work; provide lead clerical duties of the Redevelopment Division. Assist the Redevelopment Project Manager with various redevelopment projects and with the Community Development Block Grant (CDBG) Program. Assist and support the Economic Development Manager on business attraction/retention efforts. Prepare agendas and minutes for all Redevelopment Committees/Boards.

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 related duties and work assignments.)

1. Takes and transcribes dictation, and types a variety of correspondence, memoranda, reports and other materials.
2. Takes, transcribes, prepares and types committee/board agendas and minutes of meetings of a variety of commissions, boards, and committees as required.
3. Prepares and types City Council and Redevelopment Agency agenda items for consideration and approval.
4. Maintains records and operates a filing system.
5. Composes routine letters.
6. Provides information personally, over the telephone, or by letter in answer to inquires.
7. Proofreads materials.
8. Operates standard office machines including transcribing machines.
9. Assists in the preparation of City Council and committee agenda items.
10. Maintains statistical information on programs.
11. Assists with the preparation of Community Development Block Grant budget.
12. Assists in the preparation and processing of Community Development Block Grant (CDBG) public service provision agreements, Disposition and Development Agreements (DDA's), Owner Participation Agreements (OPA's), loan agreements, sublease agreements, etc; also, process these documents for recordation/notarization.
13. Processes incoming mail (log in, distribution, filing.)
14. 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 Experience:

Graduation from high school and two (2) years of full-time paid increasingly responsible experience performing stenographic and general clerical work.

Knowledge of:

- . Office practices, procedures, and machines.
- . Correct English usage, and arithmetic.

Skill and Ability to:

- . Take dictation at a speed of not less than 80 words per minute and transcribe it accurately.
- . Type at a speed of not less than 60 words per minute from clear copy.
- . Operate a computer and transcribing machine.
- . Compose minutes from shorthand notes.
- . Perform clerical work with speed and accuracy.
- . Perform assigned office tasks.
- . Use correct English.
- . Perform and check arithmetic calculations with accuracy.
- . Operate office machines.
- . Maintain clerical records and prepare reports.
- . Understand and carry out oral and written directions.
- . Establish and maintain effective working relationships and deal tactfully with the public.
- . Work with minimum supervision with the skill to handle and prioritize a variety of projects simultaneously.
- . Meet required deadlines.

License and Certificate:

Possession of a valid California Class III driver's license and must be insurable by the City's insurance carrier.

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 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. Lower body mobility may not be required.
- . Perform work which is primarily sedentary.
- . Is subject to inside environmental conditions.