

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

ADMINISTRATIVE SECRETARY

Civil Service Status: Competitive
Probationary Period: One Year
Classification Series: Support Staff/Secretarial/Office Series
FLSA Status: Non-Exempt

Bargaining Unit: *General Employee Association
*Except Administrative Secretary-HR
Approved by City Council
Resolution No.:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction of a department or division head, this position performs a wide variety of responsible difficult and important confidential secretarial and administrative work; assists the public by answering inquiries and complaints; may supervise or monitor the work of certain office staff, and performs related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Depending upon the department to which assigned, the position(s) in the classification may perform the following essential duties:

- Plans, organizes and performs a variety of difficult confidential secretarial, clerical, and/or stenographic word processing and typing work;
- Composes letters from marginal notes and oral or written directions;
- Apply accurate English usage, spelling, grammar, and punctuation to written materials;
- Opens and routes incoming mail;
- Compose and prepare routine correspondence independently;
- Communicate clearly and concisely, both verbally and in writing;
- Refers questions to appropriate authorities or resolves basic problems affecting the department or division;
- Indexes and files correspondence and reports;
- Maintains office records and files;
- Monitors budget expenditures;
- Administers department or division payroll systems and time records;
- Orders and maintains office supplies;
- Supervise the office operations of the department or division;
- Provides professional, administrative and budgetary support;
- Types and proofreads a wide variety of confidential reports, letters, memoranda, and develops office forms and report formats for use in the department;
- Operates a wide variety of computer systems for Federal, State, Regional, County and local law enforcement agencies and other City operations and programs;
- May take and transcribe oral and/or machine dictation of letters, memorandums and other materials which may include some technical terminology;
- May act as Secretary to boards or commissions including taking minutes, maintaining records and conducting Board or Commission correspondence;

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(Continued)

- Records and maintains a wide variety of important programs, reports and files which may include political, legal and law enforcement records required by Federal, State, Regional, County or other government agencies;
- Accountable for the accurate and efficient recording of financial transactions;
- Schedules meetings, notifies participants, and posts notices;
- Prepares and calendars employees' personnel action forms and performance evaluations;
- Prepares and distributes monthly departmental reports;
- Helps prepare, review and edit reports to City Council, commissions and/or committees;
- Exercise appropriate judgment, initiative, tact, courtesy and discretion in dealing with confidential and/or sensitive matters;
- Explains City and departmental policies to staff and public;
- Attends staff meetings and committee meetings;
- Serves as communication link to community members, City staff and other government agencies;
- Trains, supervises and provides work direction to office support staff;
- Assigns and reviews work to assure timely and efficient completion of office staff assignments;
- May conduct performance evaluations of subordinate staff;
- Operates a variety of standard office equipment and machines which may include some, but not limited to, the following: personal computer and related software, scanner, calculator, photo copying machine, shredder, fax machine, telephone, dictating equipment, etc.;
- Assumes responsibility for ensuring that the duties of the position are performed in a safe, and efficient manner;
- Performs other related duties as assigned or as situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Good customer service practices;
- File, research and document organization in computer applications;
- Penal Code, Federal and State Laws and rules to assist the public;
- Office policies, procedures and practices;
- Municipal Government technology;
- Business letter writing and business forms;
- Correct grammar usage, punctuation, spelling and vocabulary.

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Skills:

- Mathematical calculations such as addition, subtraction, multiplication and division;
- Possess skills in word processing, correspondence, spreadsheets and reports using a personal computer and word processing software applications;
- Type/word process 50 words per minute accurately;
- May take verbal or taped dictation of 80 words per minute.

Ability to:

- Perform difficult confidential secretarial work;
- Sort and verify statistical and other financial record data;
- Organize and prioritize, and follow-up work assignments;
- Train, supervise and provide direct work to subordinate staff;
- Demonstrate work initiative and good judgment;
- Type letters, memorandums and reports as directed by department or division head;
- Exercise independent judgment using discretion in making decisions based on standard policy or procedure;
- Independently manage a large volume of work assignments with a high degree of accuracy;
- Work independently under minimal supervision;
- Prepare important confidential reports and correspondence;
- Establish professional working relationships and resolve interpersonal conflicts;
- Communicate effectively verbally and in writing;
- Serve the public with tact and courtesy;
- Function in a team oriented environment;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Format information such as lists, tables, documents, correspondence, etc.;
- Observe safety principles and work in a safe manner;
- Handle confidential information with discretion;
- Understand and interpret the Municipal Code, MOU's, administrative policies and departmental rules and other City policies related to job duties;
- Administer departmental/division records and organize and maintain complex filing and record keeping systems;
- Work overtime as requested;
- Develop necessary skills from on-the-job training and meet the standards of performance or higher for the classification by the end of the probationary period.

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Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination) supplemented by course work in computer applications, business practices and procedures, or office procedures. Attainment of an Associate of Arts Degree or higher from an accredited college or university is highly desirable.

Experience:

- Five (5) years or more of secretarial/office assistant, progressive office experience including word processing, typing, public contact and customer service. Some experience supervising employees is highly desirable.

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record;
- May be required to obtain a Notary Public License.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.

Shorthand Skills Pay:

- Employees who are qualified for shorthand skills in the classification of Administrative Secretary shall receive shorthand skill assignment pay.