

CITY OF GLENDALE

TITLE:	Senior Secretary	CLASS CODE:	115
REPORTS TO:	Various	GRADE:	18
DEPARTMENT:	Various	FLSA:	N

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Performs advanced skill secretarial duties such as high speed typing and word processing, dictation, special projects, composition, office coordination, data gathering and reporting, computer applications, and may provide lead supervision of others.

ESSENTIAL FUNCTIONS:

1. Types reports, contracts, legal documents, charts, statistics, ordinances, minutes, agendas and other materials, often for publication and often involving legal or technical terminology and requiring a high degree of speed; types from dictation, draft or outlines on a typewriter and/or word processor.
2. Composes memoranda, correspondence, forms and routine reports.
3. Develops automated systems for the office; reviews and tests various software packages and applies them to departmental operations.
4. Performs special projects involving coordinating activities with others, data gathering and reporting.
5. Proofs and edits typewritten work, re-writes materials to insure clarity and good grammar and checks forms and other materials for accuracy and completeness.
6. Establishes and maintains office filing system often involving cross-referencing; sorts and indexes for filing or distribution.
7. Conducts research by gathering data from various sources and prepares various reports and compilations; resolves discrepancies in records and reports and follows up as necessary.
8. Generates automated reports, charts and graphs for department management.
9. May coordinate or is a custodian for petty cash disbursements for department.
10. Meets the public; obtains and provides information; collects fees and fines; explains fee structures, codes, ordinances; explains processes and procedures, refers only the most complex or unusual questions to others; receives and directs complaints from citizens.
11. May supervise the work of a small group of lower level, or volunteer office support employees; trains others.
12. Maintains supervisor's calendar, schedules meetings and facilities, coordinates office activities manages deadlines.
13. Takes minutes at board or commission meetings and prepares summaries; prepares and distributes minutes, agendas, packets and other materials.

SECONDARY FUNCTIONS:

14. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Modern office practices, procedures and equipment.
Grammar, spelling, punctuation, vocabulary and arithmetic.
City programs, organization, operations and specialized terminology and procedures relative to areas of assignment.

Skills in:

Typing, word processing, data entry and office machine operations.
Computer operation and applicable software.

Ability to:

Communicate effectively, and provide clear explanations and answers, both orally and in writing.
Establish and maintain effective working relationships with city staff, departmental clients, and the general public.
Follow oral and written instructions and to exercise independence and judgment in applying and following established procedures and in meeting deadlines.
Perform basic arithmetic calculations.
Establish and maintain complete and accurate record keeping and filing systems.
Gather data and prepare written correspondence and statistical reports.

WORKING CONDITIONS:

Office setting.

MINIMUM QUALIFICATIONS:

High school education supplemented by course work in computer applications, typing, word processing, or office procedures and three years of responsible secretarial or office support experience relative to area of assignment.
Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Some positions require possession of a valid Arizona driver's license.
Some positions are required to work shifts, weekends and holidays.
Some positions may require being able to become a Notary Public.