

SECRETARY II

DEFINITION

Under general supervision, to coordinate and perform a variety of administrative support work for a major City work unit, board, or commission; to provide support for designated management and/or administrative staff; to perform difficult and specialized office support, information gathering, information preparation, and public relations assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the second working level in the Secretary class series. Incumbents have responsibility for providing primary secretarial and administrative support for an assigned City work unit, service area, board, or commission. This level is distinguished from the next lower level of Secretary I, by having a broader scope of administrative support responsibilities performed and the fact that the positions are assigned primary support responsibilities for a major work unit, board, or commission. It is distinguished from the Secretary III level by the fact that Secretary III's have overall administrative support responsibilities for one of the large City Departments (i.e. Fire, Police, or Public Works).

REPORTS TO

Secretary III, or equivalent, and the Department Head in the Department to which the position is assigned.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Has primary responsibility for secretarial and administrative support functions for an assigned City service area, board, or commission; performs a variety of administrative support work for an assigned City management position(s); gathers information and performs special projects; performs fiscal support assignments; performs public information and relations assignments, including receiving office visitors and telephone callers, providing comprehensive information about Department policies, functions, and procedures; receives and handles public complaints;

SECRETARY II - 2

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

develops and processes activity reports; develops information systems and prepares distributions of forms and public notices related to Department functions; schedules tours and demonstrations at City facilities; may provide explanations of City codes and ordinances; may maintain Department and/or work unit payroll information for submission to City Finance; maintains permit and insurance data; prepares and distributes bills related to Department functions; maintains and updates accounts receivable data; develops and prepares special reports; creates forms; may receive and distribute Department and/or work unit mail; types or uses a word processing program to prepare a variety of documents; may coordinate agenda preparation and prepare minutes of board and commission meetings; inputs data into computer records and generates reports; operates a variety of office equipment.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye hand coordination; lift and move objects weighing up to 25 pounds, corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; frequent contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- City and Department policies, rules, and regulations.
- Procedures and functions of the service area to which assigned.
- Establishment and maintenance of files and information retrieval systems.
- Modern office methods and procedures.
- Fiscal record keeping methods and procedures.
- Proper English usage, spelling, grammar, and punctuation.
- Personal computers and software applications related to administrative support work.

Ability to:

- Maintain primary responsibility for the secretarial and administrative support work for the City service area, board, or commission to which assigned.
- Perform a wide variety of specialized office and administrative support work for an assigned Department and management/supervisory staff.
- Interpret, explain, and apply City and Department policies, rules, and regulations.

SECRETARY II - 3

DESIRABLE QUALIFICATIONS (continued)

Ability to: (continued)

Work with considerable independence and initiative while exercising good judgment in recognizing scope of authority.

Gather, organize, analyze, and present a variety of data and information.

Prepare clear, concise, and accurate records and reports.

Prepare public relations and informational material.

Use a personal computer and appropriate for software for word processing and administrative support work.

Deal tactfully and courteously with the public, representatives of other agencies, and other City staff when explaining the functions and policies of the service area, board, commission, or Department where assigned.

Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Four years of increasingly responsible work experience performing a variety of office and administrative support work, including substantial experience in a position requiring frequent public/customer contact at a level equivalent to Secretary I with the City of Merced.

Special Requirements:

Some positions may have additional Departmental requirements such as specific typing skills.

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.

APPROVED


Chairperson, Personnel Board

DATE

