

SECRETARY IIIClass Definition

Under general supervision, to perform responsible secretarial and administrative duties where responsibilities of accuracy and independent judgment are critical and knowledge of the organization, its business policies, and procedures are essential.

Distinguishing Characteristics

The Secretary III is distinguished from the II Level by the addition of responsibilities in the areas of budget monitoring projection, development, research and preparation; the recording of board or commission minutes and their transcription; preparation of board or commission agendas for a department; preparation of board or commission resolutions; assigning, coordinating, reviewing and evaluating the work of subordinate personnel (clerical and/or technical). This work is performed independently with only irregular or intermittent review.

Typical Tasks

Actively participates and assists in department management by preparing and monitoring budget; interpreting department policies, rules and regulations or referring inquiries where appropriate; prepare board or commission agendas and agenda items, reports, resolutions or recommendations; researches budgetary and special project issues for managerial or professional staff; assigning, reviewing and evaluating work of subordinate personnel; train clerical or other staff; prepare budget documents, transfers, projections on own initiative; prepare complex documents; organizes office duties by arranging and scheduling appointments and meetings; establishing filing systems and coordinating secretarial assignments; takes and transcribes dictation and prepares correspondence from notes, verbal instructions, or on own initiative in accordance with standard practices, procedures and established policies; schedules appointments, coordinates meetings and conferences, and maintains appointment schedule notifying supervisor at appropriate times; receives, opens, date-stamps incoming correspondence assuring secrecy of private or confidential information, deciding which correspondence the department head needs to review and handling the rest; prepares statistical and related reports requiring analysis of data and provides digest or summary for supervisor; prepares special reports, charts, graphs or related statistical data as required; obtains information from various

sources within or outside the city; performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of: business English, spelling and arithmetic; modern office practices and procedures; typical organization, functions and activities of municipal government, basic bookkeeping practices; city budget process; principles of supervision and training.

Ability to: keep complex records, to assemble and organize data and to prepare reports from such records; ability to anticipate clerical work requirements and to initiate and perform detailed work with little supervision; ability to perform a variety of responsible office management and administrative duties that carries substantive responsibility for work performed within the city; ability to develop and maintain effective departmental and public relations; ability to develop own work plans and priorities and work plans and priorities of subordinates; ability to monitor work being performed and is responsible for seeing that work is performed on time according to organizational procedures; ability to determine the appropriate approach to follow working within broad organizational guidelines; ability to work independently on complex tasks with only occasional guidance.

Skill in: handling sensitive and delicate situations with discretion; planning and organizing work of a professional nature and in coordinating the work of others.

Minimum Requirements

Sufficient education, training and experience to demonstrate the above knowledge, skills and abilities listed above. These would normally be acquired by completion of the requirements for an Associate degree in business or a related field and 5 years of increasingly responsible clerical experience or an equivalent combination of education, training and experience.

Special Requirements

Some positions may be required to take dictation at a rate of 90 wpm or to be a public notary or both.

Must possess a valid California Drivers License.

APPROVED



Chairperson, Personnel Board

DATE

4-8-91

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