

CITY OF SCOTTS VALLEY CLASS SPECIFICATION

ADMINISTRATIVE SECRETARY III

JOB PURPOSE

Under general supervision, provides administrative staff support to a Department Head for management of departmental operations; provides a wide variety of secretarial services which relieve management and supervisory staff of clerical administrative details, and performs related work as required.

EXAMPLES OF DUTIES

Administrative Secretary III positions may perform any of the duties set forth in the class specification for Administrative Secretary II. In addition, they:

Essential Duties:

- Provides administrative assistance to Department Head;
- May serve as back-up to record proceedings of City Council and other official bodies;
- May provide lead direction to clerical support staff;
- Reviews and edits reports prepared by Department Head for proper grammar, style, form and consistency.

Marginal Duties:

- Performs other related duties as assigned;
- May be required to attend night meetings.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to completion of high school and at least five years secretarial experience, including at least two years in a responsible administrative support capacity. Supplemental college experience desirable; or any combination of education and experience which provides the skills, knowledge, and abilities listed. A typical way to obtain these qualifications would be through two years of continuous service with the City of Scotts Valley as an Administrative Secretary II OR a degree from an accredited college or university in business, public administration or a related field, and two years of responsible administrative experience.

Ability to: Communicate courteously and effectively with the public and other staff; acquire knowledge quickly about City functions, policies and staff; compose correspondence when necessary; use good judgment and tact; type accurately at a minimum of 60 words per minute; and/or transcribe from dictaphone accurately at a reasonable rate of speed; reason and learn new techniques and equipment such as computer hardware and software; read, interpret, and apply policies, laws, rules and regulations; make mathematical calculations

at a high school level; follow oral and written instructions; plan and organize own work and work space; take direction from several supervisors; ability to prioritize; remain calm under pressure; work independently with minimum supervision; meet established deadlines; establish and maintain effective working relationships with the public, department and Citywide staff, as well as City advisory bodies.

Knowledge of: Office practices and procedures; basic mathematics; correspondence forms and correct punctuation, spelling, grammar and vocabulary; and basic records retention systems; telephone techniques; letter and report writing, composition, and proofreading of reports, memos, and correspondence; standard office equipment; knowledge of the organization and operation of a municipal government; knowledge of effective work management and scheduling techniques; general knowledge of the function of the department.

Driver's License: Possession of a valid, appropriate State of California driver's license.

City Council Approval Date: 12-16-92
Amended by Council: 04-05-00
Amended by City Manager: 06-08-01