

# CITY OF SCOTTS VALLEY CLASS SPECIFICATION

## SECRETARY I

### **JOB PURPOSE**

Under general supervision, to provide a wide variety of secretary services to departmental management and professional staff of clerical and administrative details.

### **EXAMPLES OF DUTIES**

#### **Essential Duties:**

- Answers telephone and directs calls or takes messages for appropriate staff;
- Receives citizens and assists or obtains assistance as required;
- Files departmental records and correspondence;
- Makes arrangements for meetings and conferences and takes minutes at such (if required);
- Types letters, memos, forms, staff reports, public hearing notices, agendas, etc. from handwritten copy or dictaphone;
- Composes rough draft of some correspondence;
- Operates office machines as required to perform duties of the position, including dictating, calculating, copying, typewriting, word processing and other office related machines;
- Compiles fees from each department's input.

#### **Marginal Duties:**

- Makes copies as required by the public;
- Assist in preparation of agenda packets;
- Performs other related duties as assigned.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Any combination equivalent to completion of high school and one year in a responsible secretarial capacity.

**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 50 words per minute; and/or transcribe from dictaphone accurately at a reasonable rate of speed; 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 general supervision.

**Knowledge of:** Office practices and procedures; basic mathematics; correspondence forms and correct punctuation, spelling, grammar and vocabulary; and basic records retention systems.

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

CITY COUNCIL APPROVAL DATE: December 16, 1992