



JOB DESCRIPTION

PUBLIC WORKS ADMINISTRATIVE SECRETARY

DEFINITION

Under general supervision of the Director of Public Works/City Engineer, to perform various difficult and complex secretarial and office assistance for various administrative departments; and perform related work as required.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) (E=Essential Duty; M=Major Portion of Time)

- Operate a computer system to produce a variety of reports, agendas, meeting minutes, correspondence, and bid specifications, requests for proposals, public notices, records and similar material from drafts, dictating equipment, and clean copy. (E, M)
- Take and transcribe meeting minutes, as necessary. (E)
- Make arrangements for meetings.
- Assist in preparing budgets and reports by gathering and summarizing information from a variety of sources.
- Maintain security of confidential information. (E)
- Receive visitors and telephone inquiries, directing the public and others, and furnishing desired information whenever possible. (M)
- When assigned, undertake and carry forward a variety of projects requiring independent judgment and initiative. (E)
- Establish and maintain project and confidential files.
- Operate office machinery with efficiency.
- Maintain records in such a manner so as to adhere to legal timeframes.
- Ability to work flexible hours, as needed.
- Assist various departments and perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Standard office clerical procedures, with emphasis on correct English grammar and spelling.
- Use of computer system and other office equipment.
- Composition standards.
- Standard formats for reports, records, agendas and minutes, and correspondence.

Ability to:

- Work under pressure to meet established deadlines.
- Type 50 net words per minute from clear copy. **(Certificate required at time of application)**
- Have shorthand, speedwriting, or sufficient typing speed capable of recording action minutes of meetings.
- Compile and organize information for typing.
- Perform responsible and difficult office assistance work.
- Prepare correspondence.
- Operate transcribing and other office equipment with efficiency.
- Edit and proofread administrative reports.
- Organize and maintain files.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a computer system for a major portion of the work day.
- Serve as backup to the administrative receptionist.
- Sit for long periods of time, possibly up to 5 hours.
- Work flexible work hours.

Experience and Education:

Any combination equivalent to graduation from high school and four years of responsible secretarial/clerical experience. Computer experience required; Microsoft Office software preferred.

Necessary Special Requirements:

- Possession of a valid Class C California Driver's License.
- **Recent (dated within one year from the receipt date of application) and official certificate showing typing proficiency at a minimum of 50 net words per minute. Applications submitted without the required certificate will not be eligible for review.**
- Notary Public preferred or ability to become a Notary Public within one year of employment.

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