

CITY OF REDWOOD CITY ADMINISTRATIVE SECRETARY

DEFINITION

To perform a variety of confidential and complex secretarial and administrative duties for a department head and other staff within a department; and to manage the centralized clerical support functions.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other secretarial classes by the more complex, responsible and sensitive duties related to its functioning as the personal secretary to a department head and by the responsibility for the coordination of the clerical support functions within the department to which assigned.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a department head.

Responsibilities may include direct and indirect supervision of subordinate clerical positions.

EXAMPLES OF DUTIES

1. Compose routine correspondence not requiring the department head's personal attention.
2. Maintain appointment schedules and calendars; arrange travel, conferences and meetings.
3. Act as a receptionist; screen calls and visitors, and refer inquiries as appropriate; respond to complaints and requests for information regarding the intent of instructions, precedents and regulations.
4. Take and transcribe dictation from shorthand notes or transcribing machine recordings.
5. Recommend organization or procedural changes affecting clerical activities.
6. Relieve the department head of routine personnel, budget, payroll and purchasing duties.

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7. May serve as back-up for other clerical staff as necessary.
8. Research, compile and analyze data for special projects and various reports.
9. Initiate and maintain a variety of files and records for information such as payroll, attendance, budget, production and cost records; maintain manuals and update resource materials.
10. May serve as Secretary to a board or commission, preparing the agenda, assembling background materials, and taking minutes of the meetings.

QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar and punctuation.

Recordkeeping principles and procedures.

Modern office methods, procedures and equipment and business letter writing.

Organization, procedures and operating details of the City department to which assigned.

Principles of supervision, training and performance evaluation.

Ability to:

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Communicate effectively, orally and in writing; compose correspondence.

Work cooperatively with other departments and outside agencies.

Interpret and apply departmental policies, laws, and rules.

Type at a speed of not less than 60 words per minute.

Operate a word processor computer terminal may be required.

Take dictation or transcribe from a dictating machine at a speed necessary for adequate job performance.

Work independently in the absence of supervision.

Analyze situations carefully and adopt effective course of action.

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Compile and maintain complex and extensive records and prepare reports.

Supervise, train and evaluate subordinates.

Meet appropriate physical demands necessary for adequate job performance.

Experience and Education:

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

Experience:

Four years of increasingly responsible clerical or secretarial experience.

Education:

Equivalent to the completion of the twelfth grade supplemented by specialized clerical courses as needed.

License or Certificates:

Possession of a valid California Driver's license.

Effective Date: November, 1984

Bargaining Group: Redwood City Management Employees' Association