



City of Laguna Niguel Job Description

SECRETARY

Maintenance, Clerical and Technical Unit
FLSA: Non-exempt

DEFINITION

Perform a wide variety of responsible secretarial and clerical duties in support of Management, Professional, and Technical staff; provide general information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level Supervisory and Management staff.

May exercise functional and technical supervision over lower-level Clerical staff.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Type and proofread a wide variety of reports, letters, memos, labels, meeting agendas, resolutions, contracts, and statistical charts; type from rough draft, verbal instructions, or transcribing machine recordings; compose correspondence related to responsibilities assigned.
- ◆ Act as a receptionist; answer the telephone and wait on the general public; provide information on Departmental and City policies and procedures as required.
- ◆ Screen office and telephone callers; respond to complaints and requests for information on programs, regulations, procedures, systems, and precedents relating to responsibilities assigned; receive and route mail.
- ◆ Compile and organize materials, data, and information for agenda books, meeting packets, reports, and special projects.
- ◆ Maintain calendars and schedules of activities, meetings, and various events; coordinate activities with other City departments, the public, and outside agencies.
- ◆ Organize and maintain filing systems; establish and maintain records related to specific areas of assignment including registration of program participants.
- ◆ Prepare, verify, and review forms, information, and materials for completeness and conformance with established regulations and procedures.
- ◆ Assist in a variety of Department operations; perform special projects and assignments as requested.
- ◆ Maintain calendars of Department activities, meetings, and various events; coordinate activities with other City departments, the public, and outside agencies.
- ◆ Organize and maintain complex filing systems.
- ◆ Perform general clerical work, including filing, scheduling appointments and meetings, and processing data and requests for information.

- ◆ Operate a variety of office equipment, including a word processor or computer terminal; input and retrieve data and text; organize and maintain disk storage and filing.
- ◆ Coordinate travel arrangements for Department staff as needed.
- ◆ Receive and balance monies from City facility use and program registration; maintain related records of accounts; invoice organization as needed.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ English usage, spelling, grammar, and punctuation.
- ◆ Business letter writing and basic report preparation.
- ◆ Principles and procedures of record keeping.
- ◆ Modern office methods, procedures, and computer equipment.

Ability to:

- ◆ Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.
- ◆ Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- ◆ Maintain general, administrative, and basic fiscal records.
- ◆ Interpret and apply routine, administrative, and departmental policies and procedures.
- ◆ Type or word process at a speed necessary for successful job performance.
- ◆ Work independently in the absence of supervision.
- ◆ Operate office machines and a word processor.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain cooperative working relationships.

Experience and Training:

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:

Two years of increasingly responsible secretarial experience.

Equivalent to completion of the twelfth grade. Additional specialized secretarial training is desirable.

Licenses:

Possession of, or ability to obtain, a valid California Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk, stoop, kneel, and crouch; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.