



CITY OF CHINO

Administrative Secretary

Definition:

Under general supervision, performs a variety of difficult and complex secretarial duties and administrative tasks in support of Department staff; and does related work as assigned.

Class Characteristics:

The Administrative Secretary classification is distinguished by its responsibility for difficult and complex secretarial duties and administrative tasks in support of Department activity. Depending upon assignment, incumbents may direct the work of lower level clerical and secretarial workers. This class may be utilized in various City departments.

Essential Functions:

- Provide direct and confidential secretarial support to one or more professional or management positions; receive visitors; schedule appointments; prepare, edit, assemble and distribute correspondence, reports, documents, agenda, and other materials; attend meetings and take shorthand, or transcribe recorded dictation.
- Prepare and distribute documents, standard forms, and related records.
- Compose correspondence and perform routine administrative tasks associated with sub-components of Department programs; establish and carry out record keeping procedures; develop or obtain forms and documents; interface with other City staff and outside agencies in obtaining information and coordinating activities.
- Receive inquiries from the public, other departments and agencies; provide information requiring an understanding of Department policies and procedures.
- Perform a variety of clerical tasks including typing, proofreading, filing, editing, office machine operation, including word processing, or operation of other automated systems; sort, file, prepare and/or process a variety of documents and records, including time sheets, claim vouchers, and personnel and purchasing forms according to established procedures; make travel and meeting arrangements.
- May maintain Department expense journals, posting expenditures and receipts; assist in monitoring expenses and/or revenues relative to budget, and in budget preparation; and may prepare invoices for payment or for services rendered, deposits, and/or handle petty cash.
- Establish and/or maintain a filing and retrieval system for interrelated files and records.
- Assist and/or direct the work of others in the performance of related tasks.
- Oversee and/or participate in special projects at the direction of the Department Head or their designee.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.

Administrative Secretary

- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).

Experience:

- Four years of progressively responsible clerical and secretarial experience.

Considerable knowledge of:

- Related secretarial and general office methods and techniques including office equipment operation.
- Fiscal record keeping.
- Records processing and maintenance procedures and systems.
- Preparation of complicated documents requiring specialized typing.

Working knowledge of:

- Basic functions and organization of city government.
- Data processing systems/applications.

Proficient skill in:

- Shorthand and/or transcription (desirable).

Skill in:

- Operation of a variety of office equipment, including typing at a *minimum* rate of 50 net words per minute.

Ability to:

- Learn, interpret, and explain Department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Use, and edit for, correct English grammar, punctuation, and spelling.
- Establish and maintain cooperative working relationships.
- Maintain accurate records.
- Deal tactfully and courteously with internal and external customers.
- Direct the work of lower level clerical and secretarial workers as assigned.
- Receive and respond to inquiries; understand and explain Department policies and procedures.

Administrative Secretary

- Operate a computer and utilize a variety of software programs.
- Maintain confidentiality of sensitive information and data.

Special Requirements:

- Attend and take minutes at evening meetings as required.
- Successfully pass a typing test at a *minimum* rate of 50 net words per minute. Some assignments may require faster typing speeds and will indicate so on the job announcement.
- Possess a valid Class C California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I; 7

Link to description [here](#)

Employee Unit:

Depending upon assignment, SBPEA/Teamsters Local 1932 or Part-time/Temporary/Seasonal

Revised: 11/23/15

Replacing Administrative Secretary classification specification dated 10/19/06.

<\\Ch0crfs01\hr\Job Descriptions\Current Versions\City-wide\Administrative Secretary 10192006.doc>