



CITY OF CHINO

Secretary

Definition:

Under general supervision, performs a variety of secretarial duties of moderate difficulty and routine administrative tasks in support of Department activity and related work as assigned.

Class Characteristics:

This multiple position classification is the journey class in the secretarial series, distinguished by its responsibility for moderately difficult secretarial duties and routine administrative tasks in support of Department activity. This class may be utilized in various City departments.

Essential Functions:

- Provide direct secretarial support to one or more professional or management positions; receive visitors; schedule appointments; prepare, edit, assemble, and distribute correspondence, documents, reports, and other materials; may make meeting arrangements and prepare agenda; transcribe recorded dictation.
- Prepare and distribute documents, such as agreements, contracts, permits, resolutions, and reports; prepare standard forms and related records according to established procedures.
- Compose correspondence and compile reports from a variety of sources; assist in the performance of administrative tasks, utilizing judgment in the application of policy; facilitate transmission to other offices and agencies.
- Receive inquiries from the public, other departments and agencies; answer phones and route calls, or provide information requiring an understanding of Department policies and procedures.
- Perform a variety of clerical tasks including typing and/or data entry, 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 according to established procedures; make travel and meeting arrangements; may keep petty cash.
- Establish and/or maintain a filing and retrieval system for interrelated files and records.
- Assist others in the performance of related tasks.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Work with confidential materials.
- Maintain prompt and regular attendance.
- 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:

- Two years of progressively responsible clerical and secretarial experience, including or supplemented by training in the clerical/secretarial occupational field.

Considerable knowledge of:

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

Knowledge of:

- Data processing systems/applications.

Skill in:

- Operation of a variety of office equipment, including typing at a *minimum* rate of 60 net words per minute.
- Transcription of recorded dictation.

Ability to:

- Use Microsoft Word, Outlook, Excel, and PowerPoint.
- Learn, apply, and explain related policies and procedures.
- Communicate effectively, 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.
- Receive and respond to inquiries; understand and explain Department policies and procedures.
- Operate a computer and utilize a variety of software programs.
- Maintain confidentiality of sensitive information and data.

Special Requirements:

- Successfully pass a typing test at a *minimum* rate of 60 net words per minute, with no more than 10 errors.
- Depending upon assignment, 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

Link to description [here](#)

Employee Unit:

Depending upon assignment, SBPEA (Professional, Technical and Clerical) or Part-time/Temporary/Seasonal

Revised: 05/22/13

Replacing Secretary classification specification dated 04/08/13.

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