



JOB DESCRIPTION

DEPARTMENT SECRETARY (PUBLIC WORKS)

DEFINITION

Under general supervision of Director of Public Works, performs a variety of difficult and complex secretarial duties, administrative support for the Public Works Department and supervision of Public Works clerical staff.

CLASS CHARACTERISTICS

This class is characterized by varied tasks normally performed with a relatively high level of independence at the department level. One or more employees may be supervised.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Provides direct secretarial support to the Director of Public Works, including coordination of meetings and schedules, assembly and distribution of staff reports and documents.
2. Takes and transcribes dictation of letters and memoranda, according to instructions of the Director of Public Works, and following established procedures.
3. Composes correspondence and compiles reports from a variety of sources; facilitates transmission of same to other offices and agencies.
4. Receives inquiries from the public and other City employees, both by phone and in person; provides information, exercising discretion and requiring an understanding of policies, procedures and/or situations relative to Public Works.
5. Performs a variety of clerical tasks, including typing, proofreading, filing, and editing; sorts, files, prepares and/or processes a variety of documents and permits.
6. Establishes and/or maintains a filing and retrieval system for interrelated files and records.
7. Operates a variety of office machines, including computer-based word processor and electronic typewriter.
8. Is responsible for the supervision of clerical support staff, including coordination of typing, filing, phones, work areas, payroll, logging complaints, working with the public, and working the counter.
9. Provides California Notary Public services as required by various City departments and the public.
10. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

QUALIFICATIONS/GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent, and at least four



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(4) years of progressively responsible secretarial experience, preferably in a governmental agency or civil engineering/construction firm.

Knowledge, Skills and Abilities

Considerable knowledge of related secretarial and office methods, practices, policies and procedures of the assigned work units, organization and functions of the various divisions within the Public Works Department. Working knowledge of office equipment operation; records processing, maintenance procedures and systems; preparation of complicated documents requiring specialized typing, and the functions of various agencies involved with Public Works. Skill in operating a variety of office equipment, computers and software (word processing, database, presentation and spreadsheet applications and others) as needed. Ability to use judgment in the application of departmental policies and procedures; apply and explain related laws, ordinances, policies and procedures; work effectively in the absence of supervision; communicate effectively both orally and in writing; use correct English grammar, punctuation and spelling; edit for inconsistencies in grammar, punctuation and spelling; understand and follow verbal and written directions; receive the public in person and over the telephone; establish and maintain cooperative working relationships. Must possess organizational skills and knowledge to maintain the day-to day functions of a complex office.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid California Driver's License and a good driving record. Within the initial six (6) month probational period of employment, must be a Commissioned Certified Notary Public for the State of California.

ESSENTIAL ELEMENTS

Physical Demands

Sitting, standing, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, clear-seeing, and driving (car).

Stress Factors

Ability to assist the public, staff and elected officials. Ability to interpret and explain actions to the public and City Council.

Work Environment

Working under instruction and closely with others; considerable work with the public and staff; verbal, face-to-face and telephone contact.

Mental Requirements

Reading complex, writing complex, perception/comprehension and judgment. Ability to work with those who may have differing opinions and maintain cooperative working relationships.

Equipment

Remote, network and data based terminals/computers including word processing, spreadsheet and database programs, keyboards and printers; telephones; calculators; base radio and hand-held systems; facsimile machines and photocopiers; various reproduction equipment such as microfilm reader, blue printer and drawing scanner; postage, folding and sorting machines; typewriters; and recording/transcription devices.