

CITY COUNCIL SECRETARY

NATURE OF WORK

This is responsible and complex clerical work serving as secretary to the City Council.

Work involves performing advanced secretarial and clerical work for the City Council staff. Work includes composing and typing confidential correspondence, responding to complaints and providing information; scheduling appointments and meetings for Council members and receiving and screening phone calls. Assignments are received in the form of generalized instructions with work being reviewed by the City Council members in the form of reports, conferences and results achieved. Supervision may be exercised over subordinate clerical staff.

EXAMPLES OF WORK PERFORMED

Performs responsible clerical and administrative duties including composing correspondence and memoranda.

Receives visitors and answers the telephone; answers questions and provides information according to established policies and procedures.

Schedules appointments and meetings for the City Council members.

Prepares various agendas and minutes; monitors and maintains the City Council website.

Researches and responds to citizen complaints/inquiries; interprets administrative decisions and established policies based upon established guidelines.

Tracks paperwork to meet deadlines; maintains confidential personnel records and payroll.

Maintains fiscal records in order to monitor budgetary expenditures.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of contemporary secretarial and clerical practices.

Considerable knowledge of contemporary office practices, procedures and equipment.

Knowledge of the basic principles of accounting and financial record keeping procedures.

Ability to perform routine administrative detail independently including composing memoranda and letters, and preparing reports.

Ability to interpret rules, regulations and policies, and to make decisions in accordance with established precedent.

Ability to establish and maintain effective working relationships with municipal officials, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent supplemented by coursework in business management, business administration, or related field, and two years of experience in complex clerical work; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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