

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Administrative Secretary
DEPARTMENT	Interdepartmental
UNION:	114
SG:	9
CS:	Yes
FLSA:	Y
EE04CODE:	

NATURE OF WORK:

Serves as confidential executive secretary to department director or other senior management staff and performs routine administrative duties to support department office operations. May also serve as staff to major boards or commissions.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to the Administrative Secretary classification are executive-level secretarial positions distinguished from Secretary III by the responsibility for performing the most complex and confidential secretarial assignments and for performing administrative office management tasks for department directors or senior management requiring independent judgment to coordinate all activities of a major program or project. Responsibilities may include: development of office forms and procedures; composition of detailed correspondence and reports; compilation, allocation and updating of contract and/or budget records; and processing of new hires and personnel-related records. Incumbents may have supervisory or lead worker responsibilities.

SUPERVISORY RELATIONSHIPS:

Normally reports to department director or senior management position. May supervise lower classified employees as assigned.

EXAMPLES OF WORK:

1. Coordinates the office operations of a department director or manager. Develops office forms and procedures and assists with administrative tasks involving personnel, budgeting and facilities.
2. Composes detailed letters and reports from brief instructions or notes using word processor or typewriter. Verifies, edits and formats documents and correspondence that include proprietary and confidential information.
3. Serves as clerical support staff to boards and commission and performs duties such as: prepares agendas and supporting materials; takes and transcribes minutes from shorthand notes or recorded tapes; prepares and distributes final minutes and reports; conducts follow-up assignments as necessary.

4. Assists in the development of office procedures, routines and filing system as necessary. Relays instructions from supervisor to staff and receives feedback.
5. Coordinates various inter-departmental, inter-agency, public and civic matters such as recreation activities, advising news media of commission or committee activities.
6. Compiles data from a variety of sources and prepares summary reports as directed. May involve statistical calculations and tabulations in accordance with established formulas. Posts and balances financial records, compiles data for department budgets and maintains records of expenditures.
7. Processes purchase orders and requisitions assuring proper approvals, coding and records. Purchases office supplies and equipment for the City or department; coordinates custodial or building maintenance problems.
8. Schedules appointments for department director, manager and others to which assigned. Arranges and coordinates meetings for boards, commissions and outside agencies. Keeps those served informed of itineraries and appointments. Arranges local or out-of-town reservations for conferences, transportation and lodging for City personnel or visitors to the City as directed.
9. Screens incoming calls, mail, personal visits and other requests evaluating the relative importance of each. Provides detailed information regarding established department, division or City services or processes within scope of authority.
10. Maintains follow-up system on reports or actions which are required on a periodic basis such as employee status changes, due dates for regular reports and license renewals.
11. May handle the processing of new hires including establishing records and explanation of City policies and benefits programs.
12. May prepare and publish legal notices as directed and in accordance with established procedures and legal requirements.
13. May direct or supervise the work of clerical staff to assure effective workflow. Coordinates work on large clerical projects. Trains, assigns and evaluates the work of assigned employees.
14. Independently conducts major clerical projects.
15. Performs other related duties as assigned.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Knowledge of office management principles and procedures and department's purpose, function and practices.
- Knowledge of City office policies and procedures and ability to apply and explain them in detail as required in performing duties.
- Thorough knowledge of and ability to use secretarial practices.

- High literacy skills including reading, business and technical composition, standard English usage, punctuation, grammar, spelling and letter format. Ability to compose routine correspondence and to proofread the work of others. Attention to detail.
- Skill in operating standard office equipment such as typewriter, transcriber, word processor, video terminal and calculator.
- Ability to work independently to carry out position responsibilities.
- Good planning, organizational, problem-solving and decision-making skills including flexibility and adaptability, to manage administrative office functions in a timely manner while maintaining accuracy and attention to detail.
- Excellent oral communication skills and interpersonal skills with the ability to work with a diversity of public and City personnel using tact, courtesy and good judgment.
- Working knowledge of bookkeeping practices and procedures including the ability to add, subtract, multiply and divide to maintain accurate and complete financial records with little or no direction, utilizing independent judgment.
- Supervisory or lead worker skills with the ability to effectively delegate, evaluate, plan and organize the work of others.
- Ability to maintain the confidentiality of sensitive and confidential materials.
- Physical ability to perform required duties.

EXPERIENCE AND TRAINING:

- One year post-secondary vocational or college training and three years of secretarial experience, or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.
- Bookkeeping experience and/or training.
- Ability to type 60-80 wpm net is required.
- Ability to utilize word processing and computerized recordkeeping systems.
- Ability to take shorthand dictation at 80 wpm is required for selected positions.
- Police security clearance is required prior to hire for selected positions.
- A candidate on an eligibility register for a position in an Office Worker promotional classification will not be removed for causes if s/he refuses an interview for a vacant position in the classification.

PREPARED BY: Kenny Consulting Group

COMMISSION ADOPTION: September 9, 1987