

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Secretary II
DEPARTMENT	Interdepartmental
UNION:	114
SG:	
CS:	Yes
FLSA:	
EE04CODE:	

NATURE OF WORK:

Performs intermediate-level secretarial, clerical and some receptionist duties to contribute to efficient office operations requiring a general understanding of department and City procedures and policies.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to the Secretary II classification are intermediate-level secretarial positions distinguished from Secretary I by the emphasis on the full range of secretarial skills required to perform intermediate-level secretarial functions. Duties may include: word processing, composition and editing to prepare recurring correspondence, reports, tables and memos for department staff; and responding to general questions regarding established division or department procedures, policies and services. May also have the responsibility for some clerical and receptionist functions. Work is performed within generally defined procedures.

SUPERVISORY RELATIONSHIPS:

Reports to various levels of supervisors.

EXAMPLES OF WORK:

1. Types, edits and proofs general correspondence, reports, tables, statements, cards, envelopes and forms from handwritten or printed copy, shorthand notes or from dictating equipment utilizing word processing equipment.
2. Composes routine correspondence from brief instructions or notes.
3. Verifies and enters data from City records on a video display terminal. Prints statistical reports on computer printer.
4. Receives and directs incoming calls and visitors. Takes messages, determines needs, answers general questions and furnishes information regarding established division or department procedures, policies and services.
5. May attend meetings to record proceedings and transcribes minutes from shorthand notes or tape recordings. Types minutes in final form and distributes to group members.

6. Sets up and maintains files and recordkeeping systems; files and retrieves documents as necessary.
7. Schedules appointments and meetings, reserves conference rooms and vehicles; makes travel arrangements as instructed. Notifies those served of itineraries and appointments.
8. May maintain inventory of supplies and related inventory records. Requisitions supplies and equipment and arranges appropriate maintenance services for the repair of office equipment.
9. Collects and compiles data; prepares standard forms, reports, requisitions and vouchers.
10. Opens, sorts and distributes mail; establishes and maintains incoming and outgoing mail logs; stuffs envelopes and addresses outgoing mail; may weigh mail, affix postage and sort into proper bins.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Knowledge of full range of secretarial practices and office procedures.
- Knowledge of business English, composition, spelling, grammar, punctuation and letter format.
- Knowledge of basic bookkeeping and ability to add, subtract, multiply and divide with accuracy.
- Skill in operating standard office equipment such as transcriber, typewriter, word processor, video terminal and calculator.
- Ability to establish and maintain filing and recordkeeping system.
- Ability to prepare reports, correspondence and records.
- Good oral communication skills to communicate effectively with employees, other organizations and the general public to explain general established policies, procedures and systems using good judgment, courtesy and tact.
- Ability to understand and apply City and departmental policies and procedures, City ordinances and state law governing work performed.
- Ability to follow written and oral instructions and organize work to meet deadlines while maintaining accuracy and attention to detail.
- May require the ability to attend evening meetings.
- Physical ability to perform required duties.

EXPERIENCE AND TRAINING:

- Two 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.
- Shorthand skills may be required for some positions within the classification.
- Ability to utilize word processing and computerized recordkeeping systems.
- Ability to type 60-75 wpm net is required.
- Public reception experience preferred.
- One year of secretarial vocational training is preferred.
- 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 cause if s/he refuses an interview for a vacant position in the classification.

PREPARED BY: Kenny Consulting Group

COMMISSION ADOPTION: September 9, 1987