

City of Bellingham
Classification Specification - Civil Service or AFSCME

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

NATURE OF WORK:

Performs a variety of complex senior level secretarial, clerical and back-up receptionist duties requiring knowledge of City and department policies and procedures. May also have bookkeeping responsibilities and/or serve as secretary to major boards, councils or committees.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to the Secretary III classification are senior-level secretarial positions distinguished from Secretary II by the greater degree of complexity of secretarial tasks assigned and the independent judgment required in applying knowledge of City policies and procedures to complete assignments for division staff. Responsibilities may include: composition of business correspondence and meeting minutes; coordination of various inter-departmental, public and civic matters; establishing and maintaining detailed records; and preparation of summary reports involving complex statistical calculation and tabulations. Incumbents may also have bookkeeping responsibilities. Work direction is normally received from a department manager.

SUPERVISORY RELATIONSHIPS:

Reports to various levels of supervisors.

EXAMPLES OF WORK:

1. Types, edits and proofs correspondence, documents, reports, memos and minutes from handwritten or printed copy or from dictating equipment using word processor or typewriter. Determines layouts, formats and other related details.
2. Sets up and maintains detailed records for assigned area of department utilizing computerized and manual recordkeeping systems to assure accurate and reliable statistical reports. May include balancing expenditure accounts and financial records.
3. Coordinates various inter-departmental, public and civic matters such as advising news media of committee activities and coordinating documents necessary for bond issues.

4. Serves as secretary to boards and councils. Prepares agendas and supporting materials; takes and transcribes minutes. Prepares and distributes final minutes and reports; conducts follow-up assignments and prepares public notices of meetings as necessary.
5. Compiles data from a variety of sources and prepares summary reports as directed. May involve statistical calculations and tabulations.
6. Composes routine business correspondence and meeting minutes as assigned.
7. Schedules appointments for staff. Arranges and coordinates meetings for boards, councils and committees. Keeps those served informed of itineraries and appointments. Arranges local or out-of-town reservations for conference, transportation and lodging for City personnel or visitors to the City as directed.
8. Screens incoming calls, mail and visitors. Provides information regarding established department, division or City services or processes within scope of authority. May serve as back-up receptionist for the department.
9. May open departmental mail and distribute to appropriate staff.
10. Performs related duties as assigned.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Thorough knowledge of secretarial practices and office procedures.
- Thorough knowledge of and ability to use business English including reading, composition, spelling, grammar, punctuation and letter format.
- Knowledge of 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 learn, apply and explain in detail the City and departmental policies and procedures, City ordinances and state law governing work performed.
- Ability to work independently prioritizing tasks to meet deadlines while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Good verbal and written communication skills to deal with the public and co-workers using sound problem-solving skills, courtesy and tact.
- Ability to establish and maintain in-depth filing and recordkeeping systems.
- Ability to prepare complex reports, correspondence and records.
- May require the ability to attend evening meetings.
- Physical ability to perform required duties.

EXPERIENCE AND TRAINING:

- 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.
- Ability to utilize word processing and computerized recordkeeping systems.
- Shorthand or minute-taking skills may be required for some positions within the classification.

- Ability to type 60-70 wpm net is required.
- One year 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