

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: **ADMINISTRATIVE SECRETARY-RES**

CLASS CODE 32

REPORTS TO: **DEPARTMENT HEAD**

TYPE Non-Bargaining

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

An Administrative Secretary – RES is a full-time position, under the general direction of a Department Head. Due to the sensitivity and the nature of the work handled, this classification is a RES (Restricted) confidential class and is not a part of an Employee Group. Performs a wide variety of highly confidential and sensitive clerical duties in support of City departments, responds to telephone inquiries, screens and directs calls and takes messages; greets visitors of the department; performs word processing and various other computer applications; prepares and maintains confidential and sensitive files, records and reports; process and control sensitive and confidential documents, materials and information.

ESSENTIAL FUNCTIONS:

Essential functions, may include, but are not limited to the following: Answer telephone; ability to give and receive oral information; reading comprehension; typing; computer literacy using diverse programs; ability to sit for long periods in office chair; oral communication with public; driving motor vehicle; ability to occasionally work long hours.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Duties and responsibilities may include, but are not limited to:
- Perform assigned duties in support of the assigned departmental functions
- Greet telephone callers and visitors to the department; screen and handle inquiries of a general or specific nature; takes messages; maintain calendars of meetings and appointments and deadlines.
- Prepare and type correspondence, agendas, minutes of meetings, memos, reports and forms from handwritten or typed draft and/or verbal instruction.
- Receive, sort and direct incoming department mail, prepares a wide variety of materials for individual and bulk mailing.
- Operate copier, fax and postage machines.
- Establish and maintain files and file systems, both standard and on computer, of considerable volume and moderate complexity.
- Attend meetings of various committees for the purpose of preparing minutes, notes or other documentation of actions.
- Assist with the expedient processing of applications, forms and other materials constituting the department's paper flow and record keeping.
- Provide backup support for clerical staff of other departments as required.

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- Maintain an inventory of office supplies, ordering and documenting purchase transactions.
- Access documents in both standard and computer files and programs.
- Perform public noticing and posting requirements per the Brown Act.
- Control sensitive and confidential information and reports.
- Receive found property and evidence.
- Prepare and issue notices of action and other documents administered by Department.
- Supervise the work activities of subordinate clerical staff.
- Respond to inquiries from the public and handles or directs to appropriate responder.
- Coordinate addressing with Postmaster, Assessor's office and Emergency Service Agencies.
- Take and transcribe City Council Meeting Minutes, as necessary, in the absence of the City Clerk.
- Perform other related duties as required.
- Assume duties of a Police Services Technician

MATERIALS, EQUIPMENT AND TOOLS:

Computer terminal, personal computer and programs such as Windows word processing, Excel, Clerks Index, Publisher, CLETS Computer System, Live Scan System, telephone, typewriter, FAX machine, calculator (10-key tape type), copier, postage meter, printer, binding machine, shredder.

SPECIAL REQUIREMENTS:

Possession of a valid Class C or higher California driver's license.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Correct English usage, spelling, grammar and punctuation.
- General office practices and procedures.
- Office/accounting machines and desktop computers used in word processing and record-keeping applications.
- General functions and activities of municipal government.
- Basic Computational Skills
- The day-to-day operations of local government and its departments.

Ability to:

- Deal politely and effectively with the general public.
- Type and/or word-process at a minimum rate of 50 words per minutes.
- Record and prepare minutes of meetings.
- Perform responsible clerical duties including the use of independent judgment.
- Effectively supervise the work of others.

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- Identify City priorities
- Consistently meet scheduled deadlines
- Compose and prepare correspondence
- Take finger prints and enter/retrieve data from the state criminal justice computer

REQUIRED EXPERIENCE/EDUCATION

High school graduate or GED; and three (3) years experience in office management or reporting to an executive.

DESIRABLE EXPERIENCE/EDUCATION:

An Associate Degree may be substituted for 1 year of experience. A BA/BS degree from a credited college or university may be substituted for 2 years of experience.

PHYSICAL REQUIREMENTS:

Constant sitting, keyboarding, observing computer screen, twisting in seated position; frequent bending, squatting, reaching, lifting boxes weighing 30 pounds or less, standing, walking, writing; occasional reaching above shoulders, driving, moving and servicing equipment such as copiers and FAX machines, and ability to climb flights of stairs.

Initials of Preparer: _____

Date: _____

Signature of Department Head: _____

Date: _____

Approve by: _____
(City Manager Signature)

Date: _____

I have read and understand the contents of the job description:

Employee Signature: _____

Date: _____