

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: **Administrative Secretary -**

CLASS CODE 32

REPORTS TO: **Department Head**

TYPE FBE0

POSITION SUMMARY:

A full-time position, under the general direction of a Department Head. Performs a wide variety of 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 files, records and reports. ~~assists in work overflow normally delegated to the department head.~~

ESSENTIAL FUNCTIONS:

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 work long hours occasionally.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Greets telephone callers and visitors to the department; screens and handles inquiries of a general or specific nature; takes messages; maintains calendars of meetings and appointments **AND DEADLINES.**
- Prepares and types correspondence, agendas, minutes of meetings, memos, reports and forms from handwritten or typed draft and/or verbal instruction.
- Receives, sorts and directs incoming department mail, prepares a wide variety of materials for individual and bulk mailings.
- Operates copier, **FAX AND POSTAGE** machines.
- Establishes and maintains files and file systems, both standard and on computer, of considerable volume and moderate complexity.
- Attends meetings of various committees for the purpose of preparing minutes, notes or other documentation of actions ~~and providing staff in department head's absence.~~
- Assists with the expedient processing of applications, forms and other materials constituting the department's paper flow and record keeping.
- Provides backup support for clerical staff of other departments as required.
- ~~Maintains an inventory of office supplies, ordering and documenting purchase transactions.~~
- ~~Performs other related duties as required.~~
- Assists in work overflow normally delegated to Associate Planner
- ~~Accesses documents in both standard and computer files and programs.~~
- Performs **PUBLIC** noticing and posting requirements ~~related to public hearings~~ **PER BROWN ACT REQUIRMENTS.**

JOB TITLE: ADMINISTRATIVE SECRETARY

- Prepares and issues notices, ~~of action and~~ permit documents, **and other documents administered by Department.**
- Supervises the work activities of assigned clerical staff.
- Responds to inquiries from the public and handles or directs to appropriate responder.
- Coordinates addressing with Postmaster, Assessor's office and Emergency Service Agencies.
- Assists in processing of building permits and maintain building archives.
- ~~Assists in processing of the water retrofit program.~~
- **TAKES AND TRANSCRIBES CITY COUNCIL MEETING MINUTES IN THE ABSENCE OF THE CITY CLERK.**

MATERIALS, EQUIPMENT AND TOOLS:

Computer terminal, personal computer and programs such as Windows word processing, Excel, Clerks Index, Page Maker, CD Data (Assessor Records and Maps on CD-ROM), 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**

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.
- **IDENTIFY PRIORITIES**
- **MEET DEADLINES**
- **COMPOSE AND PREPARE CORRESPONDENCE**
- **ESTABLISH AND MAINTAIN FILING SYSTEMS**

JOB TITLE: ADMINISTRATIVE SECRETARY

DESIRABLE EXPERIENCE/EDUCATION:

High school graduate or GED; and three (3) years experience in office management or reporting to an executive. Experience in the day-to-day operations of local government. **A COLLEGED DEGREE (BA, BS) MAY BE USED TO SUBSTITUTE FOR 2 YEAR.**

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.

Administrative Secretary\Job Description/07/01/2002