

City of San José
CLASS SPECIFICATION

TITLE: Secretary (1156)
Secretary C (1157)
Secretary PT (1155)
Secretary C PT (1158)

CLASS CODE: 1156 (FT) 1155 (PT) 1157 (C)		
DEPARTMENT:	ACCOUNTABLE TO:	FLSA STATUS: Non-exempt
Varies	Varies	Non-exempt

CLASS SUMMARY:

Performs secretarial work of moderate difficulty. May lead or give work direction to other clerical employees. Performs related administrative support work as required. Typically reports to one executive at the Deputy Director level. May report to a Division Manager of a large division.

DISTINGUISHING CHARACTERISTICS:

Positions in the Secretary/Administrative Assistant series are distinguished from those in the Office Administration series in that the secretarial duties emphasize the execution of administrative detail assisting an executive. Emphasis of the Office Administration series is more on the accomplishment of general clerical and administrative support duties.

This class differs from that of Administrative Assistant in that incumbents of the latter perform the most difficult, complex, varied and responsible duties in the Secretary/Administrative Assistant series and reports to a higher level executive (Department Director, Deputy City Manager, Assistant City Manager, City Clerk) or Council Member.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Education and Experience:

Any combination of training and experience equivalent to successful completion of high school and four (4) years of experience in senior clerical work.

Minimum Knowledge, Skills and Abilities (position requirements at entry and depending on area of assignment):

- Knowledge of basic English, spelling, vocabulary, grammar, punctuation, records management, basic arithmetic, office practices and procedures and complex filing systems. Ability to execute administrative and other detail for an executive or other supervising authority.

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- Ability to operate computers and other modern office equipment, including online computer systems and related equipment.
- Knowledge of basic computer applications such as Word, spreadsheets, e-mail systems and calendar management systems; ability to learn computer applications and systems as needed.
- Ability to make simple arithmetic calculations quickly and accurately.
- Ability to lead and train other clerical employees.
- Ability to establish and maintain effective working relationships with others.
- Ability to deal tactfully and courteously with the public.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY
1.	Maintains and manages supervisor's calendar and appointments. Schedules and cancels appointments according to priorities.	Daily
2.	Prepares and coordinates travel arrangements and expense reimbursements.	
3.	Schedules and coordinates logistics for meetings, conferences and seminars, and communicates and coordinates with other staff and departments.	
4.	Screens incoming mail, phone calls and visitors, and refers to appropriate organization or person, or independently provides written or verbal response. Answers inquiries and resolves complaints not requiring supervisor's attention. Investigates and analyzes the issues, researches information and follows up to ensure issues are resolved. Maintains suspense files to assist supervisor and others in following up on replies.	Daily
5.	Prepares correspondence, memos, Council memos, presentations, reports and other related documents. Reviews written materials prepared by others to assure correct format, procedural, grammatical and typographic accuracy. May act as the department liaison for the processing of Council memos.	Daily

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6.	Utilizes a variety of software applications, including word processing spreadsheet programs, database and presentation software to produce various forms, spreadsheets and documents.	Daily
7.	Takes minutes or notes at hearings, conferences, and meetings. Prepares and sends out agendas, minutes and other correspondence regarding meetings.	As required
8.	Obtains information needed for records and reports; edits and assembles final records; summarizes reports, articles, letters and other written materials; prepares final draft of complex records, reports, articles and other documents (including financial, administrative, and technical materials).	As required
9.	Plans routine administrative studies and relieves supervisor of clerical details on administrative matters.	As required
10.	Transmits routine assignments and decisions of the supervisor; relays information to staff and clerical personnel concerning rules and procedural changes as assigned.	Daily
11.	May assign, schedule, train and evaluate clerical support staff; explains appropriate office processes and work procedures to others.	Daily
12.	Establishes and maintains records, logs and other files.	As required
13.	Operates standard office machines and equipment as necessary.	As required
14.	Performs other duties of a similar nature or level.	As required

PHYSICAL REQUIREMENTS

	Climbing		Kneeling		Crawling
	Balancing		Lifting	x	Reaching
x	Stooping	x	Fingering	x	Standing
x	Talking		Grasping	x	Walking
x	Hearing		Feeling	x	Pushing
	Crouching				

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

CLASSIFICATION HISTORY

Revised 04/02

1156s001