

SENIOR SECRETARY

DEFINITION

To perform a variety of the more specialized and responsible administrative clerical and document processing functions for assigned program or project or to perform responsible advanced journey level secretarial and routine administrative duties in support of a department or division.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from management personnel, and may receive functional or technical supervision from a higher level secretarial position.

May exercise technical and functional supervision over assigned clerical positions.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Relieve supervisor or other department staff of administrative support service functions; utilize independent judgement and initiative.
2. Act as interdepartmental liaison relating to administrative or project support functions for the office and for compliance with city regulations and practices relating to those functions.
3. Perform administrative clerical duties related to area of assignment such as rent review, automated inventory systems or plan review.
4. Interpret, apply and explain polices and procedures related to area of assignment; determine eligibility of participation by individuals requesting services related to area of assignment.
5. Prepare correspondence and supporting documentation relating to area of assignment; maintain accurate records and files of program activities.

EXAMPLES OF DUTIES

6. Plan, assign and review the work of assigned clerical personnel including providing input on performance evaluations.
7. Respond to public inquiries, both on the telephone and in person, and refer to appropriate staff member for more specific information as appropriate; exhibit familiarity with functions of the city.
8. Assist in preparing procedures, operating manuals, written material, budgets, forms, charts and/or other documents for internal or external distribution.
9. Act as information source to inquiries not requiring the supervisor's attention and otherwise assist in representing the department by telephone and in person.
10. Type letters, reports, memoranda and other documents relating to the department or division which may include contracts, proposals, technical documents, statistical and/or special forms, budgets, and charts.
11. Compose routine correspondence and memoranda; proofread for accuracy, correct form, content and proper English usage.
12. Collect information from a variety of documents pertinent to assigned department or functional area of responsibility; compile data for reports; prepare routine reports as required.
13. Maintain and monitor records and files; follow up on due dates; perform other monitoring functions to ensure timely completion of work.
14. 14. May make appointments for staff and maintain daily calendars; may arrange meetings and conferences for supervisor and/or other administrative staff; prepare material and handle transportation when necessary.
15. Perform related duties as assigned.

City of Hayward
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MINIMUM QUALIFICATIONS

Knowledge of:

- A. English usage, spelling, grammar, and punctuation.
- B. Modern office methods, practices, procedures and computer equipment.
- C. Filing and record keeping systems.
- D. Business letter and report writing.

Ability to:

- E. Understand the organization and operations of the city and of outside agencies as necessary to assume assigned responsibilities.
- F. Communicate clearly and concisely, both orally and in writing.
- G. Organize duties and determine priorities in order to meet assigned deadlines.
- H. Interpret, explain and apply operating policy, rules and procedures of assigned department.
- I. Establish and maintain basic financial records; make mathematical computations.
- J. Compile and maintain complex and extensive records and files.
- K. Type accurately at 50 words per minute.
- L. Operate a variety of office machines and computer equipment.
- M. Establish and maintain effective work relationships with those contacted in the course of work.

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Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible secretarial and clerical work.

Training:

Equivalent of the completion of the twelfth grade.

PROBATIONARY PERIOD: Six months

0107CS90

May 1990

AAP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt