

ADMINISTRATIVE SECRETARY
Code Number: 28101

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

SUMMARY DESCRIPTION

Under general supervision, performs a wide variety of responsible and difficult clerical and secretarial duties and activities of a general and specialized nature in support of the assigned department, division, or program area; performs a range of office and administrative support functions; prepares and edits a wide range of documents and reports ranging from general correspondence to highly technical reports; may provide secretarial services to department managers; and performs related duties as assigned.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

DISTINGUISHING CHARACTERISTICS

The Administrative Secretary classification is distinguished from the Administrative Clerk II class in that incumbents in the Administrative Secretary class perform significant technical and specialized administrative and office support functions with minimal direction and supervision, in addition to providing general clerical support. Incumbents in the Administrative Secretary classification perform difficult, responsible, and specialized office and administrative support functions requiring a thorough knowledge of departmental regulations, policies, and procedures. Assigned work requires the use of initiative and judgment in selecting appropriate work methods, interacting with and handling complaints from customers, parties of interest, and the public, and in solving non-routine problems based on knowledge gained through experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs a variety of routine administrative and responsible and difficult secretarial and clerical duties in support of assigned management and supervisory staff.
- Types, word processes, formats, edits, revises, proofreads, and prints a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, contracts, legal documents, ordinances, resolutions, technical and statistical charts and tables, and other specialized and technical materials from rough draft dictation, modified standard format, and brief verbal instructions; develops, revises, and maintains standardized and master documents; composes correspondence, reports and informational materials; assists in designing and producing technical information handouts; copies, disseminates, and posts documents and information as appropriate.
- Assembles and distributes agenda packets and hearing case files; ensures all information is accurate and files are complete; drafts legal notices; types and mails meeting notices to applicants, property owners and other interested parties; drafts procedures and arranges for publication of legal notices; monitors compliance of publications with legal requirements and maintains files of Certificates of Publication; verifies publication invoices.

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- Enters data on agenda items and contracts in Legislative History; performs Legislative History searches to locate requested records.
- Accesses and enters referral items in the City-wide Referral System; sends referred items to appropriate staff; monitors due dates for completion; enters actions taken.
- Maintains calendar of activities, meetings, and various events for assigned staff; coordinates activities and meetings with other City departments, the public, and outside agencies; coordinates and arranges special events as assigned.
- Coordinates, makes, processes, and confirms staff travel arrangements; types itineraries; requests travel advances and compiles expense reports.
- Maintains accurate and up-to-date office files, records, and logs for assigned areas; develops, prepares, and monitors various logs, accounts, and files for current and accurate information including manual and computer logs of deeds, claims, contracts, applications, and other specialized or technical documents processed; reviews documents for accuracy, completeness, and compliance with City requirements; transmits deeds for recordation; sets up case files; types and mails acknowledgments of receipt.
- Compiles, prepares, and enters data into a computer from various sources including accounting, statistical, and related documents; creates and maintains computer based tracking information and reports including assigned databases, records, and lists; creates standard statistical spreadsheets; inputs corrections and updates; verifies data for accuracy and completeness.
- Assists in assembling and preparing the annual department budget and contracts; monitors expenditures against budget; prepares purchase requisitions and requests for payment.
- Monitors inventories of supplies and materials; prepares purchase requisitions and requests for payment.
- Performs a variety of general bookkeeping and clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; maintains a variety of accounting records, logs, and files; verifies, balances, and adjusts accounting records; may receive payments and collect fees; provides assistance to department staff, vendors, and the general public in assigned areas.
- Serves as liaison between assigned office and the general public, City staff, and outside groups and agencies; provides information and assistance as appropriate; explains programs, policies, and activities related to specific program area of assignment; receives office and telephone callers; calendars appointments; responds to complaints and requests for information relating to assigned responsibilities; refers callers and/or complaints to appropriate City staff for further assistance as needed and/or takes or recommends actions to resolve the complaint.
- Operates a variety of office equipment including a computer, typewriter, switchboard, copier, facsimile machine, adding machine, and cash register; utilizes various computer applications and software packages.
- Assists in planning, coordinating and implementing assigned programs and events including preparation of grant applications; assists in monitoring assigned programs.

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- Participates in the collection, compilation, and analysis of information from various sources on a variety of specialized topics related to assigned programs; participates in the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations.
- Serves as secretary at meetings of City boards and committees; arranges and coordinates meetings for boards, commissions, and outside agencies; assists in preparing and distributing agenda packets and correspondence; attends meetings and takes, transcribes, and assures proper distribution of minutes and verbatim transcripts.
- Maintains departmental personnel files; prepares and types personnel documents; enters timesheet information in the City's payroll system; distributes timesheets; maintains attendance and time off records.
- Reviews applications for a variety of permits and licenses; reviews applications for accuracy and completeness; conducts research to ensure all pre-conditions have been met; calculates, collects, and processes permit fees; prints and issues permits and licenses; collects and processes permit fees; tracks and monitors time extensions/bond exonerations; uses a two-way radio to dispatch inspectors.
- Assists in conducting bid openings; logs in bids; ensures bids are complete and in required form; answers questions regarding bids received; prepares bid rejection letters.
- Coordinates the publication and distribution of amendments to the City Municipal Code book to City staff and the public; reviews amendments for accuracy prior to publication; researches and arranges for error correction; projects costs for updates and replacements; processes subscription billings to the public and tracks payments.
- Maintains and inputs data to the Department's Website Home Page; publicizes and interprets Website to public and staff.
- Collects information for, designs, and produces newsletters, brochures, and other specialized documents using desktop publishing software and other computer applications.
- May act in the absence of an Office Supervisor.
- Serves on City committees and task forces.
- Performs related duties as required.

DESIRED MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.

Office procedures, methods, and equipment including computers.

Computer applications such as word processing, spreadsheets, and databases.

Basic principles and practices of fiscal, statistical, and administrative research and report preparation.

Principles and practices of sound business communication.

Principles of business letter writing and basic report preparation.

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Basic principles and practices of budget preparation and administration.
Records management principles and procedures including record keeping and filing principles and practices.
Methods and techniques of proper phone etiquette.
Mathematical principles.
English usage, spelling, grammar, and punctuation.
Customer service and public relations methods and techniques.
City organization, ordinances, rules, policies and procedures applicable to departmental operations.
Basic functions of public agencies, including the role of an elected Council and appointed boards and commissions.
Rules and procedures governing the notice and conduct of public meetings.
English usage, spelling, grammar and punctuation.

Ability to:

Perform a variety of responsible and difficult clerical and secretarial duties and activities of a general and specialized nature in support of the assigned department, division, or program area;
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
Interpret and apply applicable federal, state, and local laws, codes, and regulations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Learn and effectively utilize various software applications.
Learn and apply new information and skills.
Type or enter data at a speed necessary for successful job performance.
Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.
Participate in researching, compiling, analyzing, and interpreting data.
Participate in the preparation of a variety of administrative and financial reports.
Establish and maintain a variety of specialized files and records.
Independently prepare correspondence and memoranda from brief instructions.
Accurately count, record, and balance assigned transactions.
Perform routine mathematical calculations.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Plan and organize work to meet changing priorities and deadlines.
Understand and carry out oral and written directions.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Respond and perform assigned duties in the event of a City-declared emergency.

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Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to completion of the twelfth grade.

Experience:

Three years of increasingly responsible clerical, office administrative, or secretarial experience. Experience in a municipal government setting is desirable.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; lift, drag, and push/pull files, paper, and documents weighing up to 25 pounds; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; frequent interaction with City staff, customers, and the general public.

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Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.