



Senior Recording Secretary

Purpose of the role:

Under direction, performs a full range of varied complex and highly responsible clerical and secretarial duties and activities of a general or specialized nature involved in serving as Recording Secretary in support of the City Council, Redevelopment Agency, and peripheral boards, with only occasional instruction or assistance; exercising judgment and initiative, performs a range of administrative support functions including agenda preparation, legal notifications, attending public hearings, and preparing draft and final minutes, resolutions, and ordinances; and performs related duties as assigned.

Distinguishing Characteristics:

Incumbents in the Senior Recording 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.

The Recording Secretary classification series is distinguished from other secretarial and clerical classifications in that incumbents in the Recording Secretary series perform specific duties associated with the production and facilitation of meetings for assigned commissions, boards, or committees. The Senior Recording Secretary is distinguished from the Recording Secretary in that incumbents in Senior Recording Secretary class perform highly specialized and difficult duties primarily associated with the production and facilitation of the weekly City Council and Redevelopment Agency meetings including tasks involving a thorough knowledge of the procedures and policies related to televised Council sessions and related actions.

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.

Essential Duties and Responsibilities:

- Prepares and finalizes agendas for assigned commissions, boards, or committees, including the City Council, Redevelopment Agency, and peripheral boards; coordinates assembly and distribution of agenda packets; coordinates preparation of final staff reports, back-up material, and project exhibits for agenda packet; proofread reports, verify accounting totals, and review format and coding; arranges for official publication and posting of legally required meeting notices; prepares legal notices for publication and mailing.

- Attends meetings and public hearings; sets up meeting rooms; operates various equipment including listening devices, recording equipment, laptop computer, and vote machine; takes minutes and audio taping of various meetings as needed; reads supplemental packets and incorporates necessary information into minutes; updates logs after meetings; prepares draft and final minutes, resolutions, and ordinances; prepares transcripts, certifications, and minute excerpts.
- Performs cross reference analysis and management; checks file codes from transmittals against cross reference manual; creates listing of potential additions/deletions or changes for records management.
- Reviews budget appropriations; verifies that totals and account information coincides with Council action and return to proper staff for corrections as necessary; submits documents to City Clerk for final authorization and return to finance.
- Drafts and/or types, word processes, formats, edits, revises, and prints a variety of documents and forms including agenda items and reports, resolutions, ordinances, contracts, agreements, legal documents, reports, correspondence, memoranda, specialized forms, technical and statistical material, charts, and tables, confidential documents, and other specialized and technical materials from rough drafts, dictation, modified standard formats, and brief verbal instructions; enters and retrieves data and compiles reports using a computer.
- Proofreads, verifies, and reviews materials, applications, records, and reports for accuracy, completeness, and conformance with established standards, regulations, policies, and procedures; ensures materials, reports, and packets for signature are accurate and complete.
- Utilizes various computer applications and software packages; develops, enters data, maintains, and generates reports from a database or network system; creates and administers mailing lists; designs, maintains, and utilizes data to develop reports using spreadsheet software.
- Plans and organizes work activities; recommends improvements in work flow, procedures, and use of equipment and forms; implements improvements as approved; develops and revises office forms and report formats as required; organizes and maintains filing systems.
- Researches and assembles information from a variety of sources for the completion of specialized forms, agenda items, and/or preparation of reports; makes arithmetic and statistical calculations as necessary.
- Receives and screens visitors and telephone calls, providing general and specialized information to committee members, commission members and the public that may require the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures; responds to inquiries from customers and the public, referring the inquiries to appropriate staff and/or committees and takes or recommends action to resolve the inquiry as required.

- Assists in coordinating meetings and training; maintains required minutes, logs and files; maintains a calendar of key events and action dates; maintains a library of historical records, operating and maintenance reference materials, research studies, drawings and other materials; orders supplies and materials.
- Schedules meetings; coordinates arrangements and sets up meeting rooms; notifies participants; prepares and/or assembles meeting materials; makes travel arrangements.
- Performs a variety of duties in support of the City Clerk's Office; performs resolution/ordinance certification, distribution, and filing; generates marriage licenses; reviews and approves marriage licenses; assists in bid openings as required; drafts and finalizes various information brochures.
- Serves on special committees and task forces.
- Performs related duties as required.

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:

- Functions of public agencies, including the role of an elected Council and appointed boards and commissions.
- Organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Rules and procedures governing the notice and conduct of public meetings.
- Principles and practices used in agenda and minute preparation.
- Procedures and policies related to televised Council sessions and related actions.
- Office administration practices and procedures.
- Principles and practices of sound business communication.
- Principles of business letter writing and report preparation.
- English usage, spelling, grammar, and punctuation.
- Office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheets, and databases.
- Record management principles and procedures including record keeping and filing principles and practices.
- Methods and techniques of proper phone etiquette.
- Mathematical principles.
- Customer service and public relations methods and techniques.

Ability to:

- Perform a full range of varied complex and highly responsible clerical and secretarial duties and activities of a general or specialized nature involved in the serving as Recording Secretary in support of assigned commissions, boards, or committees, including weekly City Council and Redevelopment Agency meetings, with only occasional instruction or assistance.

***Desired
Minimum
Qualifications:***

- 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.
- Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Establish, organize, and maintain a variety of specialized files and records.
- Compose correspondence from brief instructions.
- Prepare clear, accurate and concise records and reports.
- Prepare clear, accurate and concise agendas and minutes of meetings.
- Participate in researching, compiling, analyzing, and interpreting data.
- 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.

Competencies:

- Strategic Thinker
- Results Oriented
- Customer-Focused
- Flexible/Adaptable
- Accountable
- Planner and Organizer
- Technically Knowledgeable

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 and Experience Guidelines:	<u>Education:</u> Equivalent to completion of the twelfth grade. Supplemental specialized or college level course work in business administration, office management, secretarial science, or a related field is desirable.
	<u>Experience:</u> Five years of increasingly responsible office administrative or secretarial experience including one year of experience in a municipal government and/or in providing support to governing bodies in a municipal government setting.
	<u>Licenses; Certificates; Special Requirements:</u> A valid Class C California driver's license is required.

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 and Environmental Conditions:	<u>Physical:</u> 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.
	<u>Vision:</u> See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. <u>Hearing:</u> Hear in the normal audio range with or without correction.
	<u>Environment:</u> Standard office setting; frequent interaction with City staff, City officials, and the general public.

*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.*

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 supervisor or by law.

Date Adopted: 7/5/03
Date Revised: