



## City of Laguna Niguel Job Description

### **ADMINISTRATIVE SECRETARY**

Maintenance, Clerical, and Technical Unit  
FLSA: Non-exempt

#### **DEFINITION**

Perform a wide variety of responsible and complex administrative, secretarial, and clerical duties for a City department; assist in the administration of the standard operating policies and procedures of the department.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from Department Head.

May exercise direct supervision over Clerical staff.

#### **EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES**

*Important responsibilities and duties may include, but are not limited to, the following:*

- ◆ Receive and prioritize work requests from a variety of City and contract personnel; assign work to and monitor workload of clerical and secretarial staff; resolve deadline priorities.
- ◆ Perform routine clerical and administrative work, such as answering phones, receiving the public, providing customer assistance, receiving and routing mail, cashing, data processing, and bookkeeping.
- ◆ Participate in a variety of duties related to administration of a department; recommend improvements in workflow, procedures, and use of equipment and forms.
- ◆ Type and proofread a wide variety of reports, letters, memos, and statistical charts; type from rough draft, verbal instruction, or transcribing machine recordings; independently compose correspondence related to responsibilities assigned.
- ◆ Provide secretarial and routine administrative support to commissions, committees, and boards; prepare meeting agendas and packets of materials; take and transcribe meeting minutes.
- ◆ Assist in a variety of department operations; perform special projects and assignments as requested.
- ◆ Maintain calendars of department activities, meetings, and various events; coordinate activities with other City departments, the public, and outside agencies.
- ◆ Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- ◆ English usage, spelling, grammar, and punctuation.
- ◆ Business letter writing and basic report preparation.
- ◆ Principles and procedures of record keeping.
- ◆ Principles and procedures of supervision and training.
- ◆ Modern office methods, procedures, and computer equipment.

### **Ability to:**

- ◆ Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.
- ◆ Plan, organize, and supervise work of clerical staff.
- ◆ Prioritize work and effectively resolve workload issues.
- ◆ Supervise and train clerical staff.
- ◆ Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- ◆ Interpret and apply administrative and departmental policies and procedures.
- ◆ Independently prepare correspondence and memorandums.
- ◆ Take and transcribe dictation, if required by assigned position, at a speed necessary for successful job performance.
- ◆ Type or word process at a speed necessary for successful job performance.
- ◆ Work independently in the absence of supervision.
- ◆ Operate office machinery and word processor.
- ◆ Work cooperatively with other departments, City officials, contract staff, and outside agencies.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain cooperative working relationships.

### **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:*

Three years of increasingly responsible secretarial experience, including some lead supervisory responsibility.

Equivalent to completion of the twelfth grade.

Additional specialized secretarial training is desirable.

### **Licenses:**

Possession of, or ability to obtain, a valid California Driver's License.

**PHYSICAL DEMANDS**

*The physical demands described here 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 functions.*

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stand, walk, stoop, kneel, and crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.