

Secretary, Parks and Recreation Department

General Definition and Conditions of Work:

Performs difficult skilled clerical and administrative work assisting with a variety of office assistance and program administrative tasks; does related work as required. Work is performed under general supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Essential Functions/Typical Tasks:

Assisting with program administration, compiling complex information; coordinating services and programs; administering accounts; maintaining payroll records; preparing correspondence and reports; maintaining records and files; assisting the public.

Receives calls and callers and ascertains nature of business and directs to appropriate authority for disposition.

Maintains complex and detailed files and records; maintains databases; prepares information brochures, fliers, etc.

Transcribes correspondence; composes routine correspondence; types a variety of complex reports and materials.

Answers questions and responds to inquiries or complaints on department and/or city operations, policies, and procedures; maintains calendar, schedules appointments; responds to invitations and schedules interviews.

Maintains a variety of operational, bookkeeping, budget, and program records. Administers various accounts such as construction contracts, escrow accounts, grants, etc.

Processes permit requests; issues various permits.

Prepares a variety of complex and/or confidential reports as requested.

Receives, processes, and enters a variety of information into computer system; prepares charts and graphs.

Checks and reviews a variety of data for accuracy, completeness, and conformance to established standards and procedures.

Established office procedures; sets up and maintains filing systems.

EXHIBIT A

Prepared routine correspondence independently.
Performs related tasks as required.

Knowledge, Skills, and Abilities:

Thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; thorough knowledge of business English, spelling, and arithmetic; thorough knowledge of the organization and functions of the department and of general administrative policies and practices; ability to keep office records and to prepare accurate reports from the file sources; ability to perform and organize work independently; ability to type and transcribe dictation at a reasonable rate of speed; ability to operate standard office and data entry equipment; ability to prepare effective correspondence on routine matters and to perform routine office assistance details without referral to supervisor; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience:

Any combination and experience equivalent to graduation from high school and considerable clerical or office experience.