

CITY OF OLYMPIA	DATE PREPARED	5/00
CLASS SPECIFICATION ADMINISTRATIVE SECRETARY	JOB CODE	100
	SALARY RANGE	048
	FLSA STATUS	COVERED
	REVISED	5/2003

POSITION DESCRIPTION

Function: Under general supervision of and reporting directly to a Department Director, serves as confidential secretary to the Director and is responsible to perform a variety of non-routine complex secretarial and administrative support functions.

Essential Function: The information contained in this classification specification is a representative sample of essential and other functions performed in this classification. Specific essential functions are identified for position recruitment or other administrative procedures.

Series Concept: The Administrative Secretary is a fully skilled non-supervisory clerical and administrative support classification in the City of Olympia. Other classifications in the series are Secretarial Services Supervisor (the highest level), Office Supervisor, Executive Secretary, Legal Secretary, and Secretary. Positions are allocated to the classifications in the series using distinguishing factors such as the type, quantity and level of supervisory authority exercised; level of responsibility for the actions of subordinate supervisors or lead workers; impact and influence of decisions and actions on department and division level operations, policies, and procedures; the scope and range of budget and financial responsibilities; the composition, functions, and numbers of subordinate staff; responsibility for planning, directing, and organizing the work of others, the type and level of individual clerical, administrative, or program-related work performed; the level of dedicated administrative and clerical support of a confidential nature provided to highest level executives; and the use of technical knowledge, skills, and abilities to perform specialized work. Positions allocated to the Administrative Secretary classification are distinguished from the Secretary classification by level of reporting relationship within the organization, responsibility for general administrative tasks specifically relieving the Department Director of those tasks, responsibility to represent the Department Director as designated, and the responsibility for, access to and involvement in highly confidential matters, including policy decisions, employee discipline/performance issues, and labor negotiations. All listed factors must be present to be allocated to this classification.

Examples of Duties: Duties will vary by assignment. Responsible for the efficient, effective and professional provision of administrative and secretarial support for the office activities of the Department Director. Responsibilities include: Serve as liaison between the Department Director and the public or other City departments regarding City/Department policies and procedures; serve as representative of the Department Director as directed. Provide general clerical and administrative support to the Department Director and other department management staff involved in complex, confidential and sensitive activities such as labor negotiations, strategy and policy formulation meetings, disciplinary actions, internal investigations and budget preparation. With minimal supervision, compose, prepare and process a variety of routine, complex and confidential correspondence and documents such as letters, memos, reports, contract negotiation recommendations and analyses, meeting agendas and minutes, and grievance responses.

ADMINISTRATIVE SECRETARY

Page 2

Examples of Duties (Continued):

Assist Department Director with coordination of department activities, including day-to-day and long-range schedules of meetings, conferences and/or events involving elected officials, media, general public and staff at all organizational levels. Prepare as directed or on a routine basis with limited direction, department administrative documents and forms, including personnel actions, employee records, evaluations, reports and commendations. Plan, organize, and coordinate workload; monitor timelines to ensure legal compliance. Establish and maintain departmental electronic and manual filing, storage and retrieval systems, including confidential files. Prepare and process financial and payroll information, such as payroll records, invoices, expense vouchers, and budget projection and expenditure reports.

Serve as initial contact for the office of the Department Director; use appropriate judgement and knowledge to respond to inquiries from the public, media, officials or City staff or refer to appropriate party; answer multi-line telephone systems, route calls to appropriate staff, record and distribute messages. Provide technical and/or procedural guidance to other departmental clerical and support systems employees as necessary; functional supervision of projects and team efforts as assigned. May participate in the formulation, implementation and budget preparation of assigned programs. May research and compile data as requested. Maintain strict confidentiality as required.

Contacts: Administrative Secretaries have significant, daily contact with all levels of staff in assigned Department and the public to dispense information, provide advice, and coordination of Department Director activities. . The position is frequently the key contact, spokesperson or representative of the Department Director. Contacts require knowledge of City and departmental policies and substantial public relations judgement and tact to manage sensitive issues and/or resolve difficult situations where the ability to clearly and calmly state the City's policies is necessary.

Supervision: May perform lead duties for specific programs or assigned tasks; may provide functional supervision of team efforts and/or assigned projects. This position is not expected to perform full supervisory duties of staff.

Accountability: Administrative Secretaries are accountable for the effective, efficient, professional provision of support services and performing complex secretarial duties with proficiency and precision. Administrative Secretaries assist in managing the administrative detail of the Department and share accountability for the provision of consistent, high quality service. Administrative Secretaries are accountable to maintain strict confidentiality of sensitive information.

Working Conditions: Work is performed in an office which is busy, oriented to public service and subject to constant work interruptions. Employees may work under the stress of continual public and/or inter-departmental contact and pressure to meet inflexible timelines. Ability to maintain reasonable, predictable and regular attendance, and ability to attend meetings or report to work outside of regular business hours may be required.

ADMINISTRATIVE SECRETARY

Page 3

QUALIFICATION GUIDELINES

Knowledge/Skills/Abilities: Thorough knowledge of advanced secretarial practices and procedures.

- ◆ Procedures and services of the assigned Department and general City services.
- ◆ General principals of municipal organization.
- ◆ Record management, public disclosure and confidentiality laws.

Skill in:

- ◆ interpreting legal documents, policy and procedure statements.
- ◆ Operating word processing equipment and/or a computer terminal; perform data entry or type with speed and accuracy.
- ◆ Maintaining confidential and administrative files, including operating automated records storage and retrieval systems.
- ◆ Performing arithmetical and basic statistical calculations.

Ability to:

- ◆ Efficiently proofread, edit and correct material for correct punctuation, spelling, grammar, and word usage.
- ◆ Use independent judgement to effectively plan, coordinate and organize a variety of administrative and clerical support activities.
- ◆ Work independently within broad policies and procedures.
- ◆ Set priorities and meet inflexible deadlines.
- ◆ Exercise independent judgement in the completion of tasks that are complex, confidential and/or of a sensitive nature.
- ◆ Maintain attention to competing requests or detailed information for prolonged periods of time.
- ◆ Represent the Department or its Director as assigned, always presenting a positive, professional image to the general public and other City Departments.
- ◆ Communicate with co-workers, subordinates, management, elected officials, media and the general public in a clear, concise, diplomatic manner.
- ◆ Work cooperatively with others as a member of a service oriented team.

Experience/Education: Three years increasingly responsible secretarial work experience required. College level course work in secretarial practices and procedures is preferred and may substitute, on a month-for-month basis, for up to two years of the required experience.

Special Requirements: Some positions may require the ability to accurately record and transcribe dictation or meeting proceedings. Some positions may require specialized experience and/or training in specific program areas, i.e. law enforcement, municipal government.