ADMINISTRATIVE SECRETARY
(CLERK TYPIST III)

SUMMARY

Performs a variety of highly complex and responsible duties requiring extensive clerical skills. Performs a full range of clerical tasks such as typing, filing, transcribing and disbursing public information. Additionally, is responsible for a variety of specialized clerical and administrative duties for the Public Safety Department. Performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of Director of Public Safety.

SUPERVISION EXERCISED

None.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Provides information and assistance to the public as office receptionist by phone and personal contact.

2. Types various types of correspondence associated with Public Safety departmental activities.

3. Performs secretarial services including screening calls and visitors.

4. Designs and distributes informational handouts and programs related to departmental activities.

5. Transcribes minutes of meetings and departmental correspondence including dictation of reports.

6. Types letters, reports and other correspondence from rough draft or using standardized forms.

7. Handles bill requisition and some bookkeeping.

8. Processes fingerprint cards and completes arrest files.

Clerk/Typist III, Cont.

9. Performs initial investigation of bad checks.

10. Enters a variety of departmental information into the computer. Maintains computer files; retrieves information and creates reports from files.

11. Performs related duties as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability (KSA's) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of modern office procedures and practices to perform counter and other clerical duties.

Knowledge of business English and grammar usage.

Knowledge of work practices and procedures of the department to which assigned.

Ability to type 50 wpm; proficient computer and word processing ability.

Skill in performing arithmetic computations with accuracy.

Skill in filing, maintaining and retrieving information.

Skill in using office machines such as the typewriter, word processor, computer terminal and calculator.

Skill in maintaining effective working relationships with fellow employees, City officials and the public.

Ability to travel between City Hall and the Fire Department as necessary to perform duties in each location.

Required education includes a high school diploma, or the equivalent, supplemented by vocational courses in business English, typing and other commercial subjects.

Required experience includes three years of responsible clerical experience, preferably in a public agency.

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 regularly required to stand and talk or hear. The employee frequently is required to walk. The employee is occasionally required to use hands or fingers to handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific visual abilities required by this job include close vision, distance vision, peripheral vision, depth perception and 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.

An employee in this position works in an office environment. The noise level in the work environment is usually quiet.

June, 2012
St. Joseph