

MUNICIPAL SECRETARY

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the performance of a variety of clerical, secretarial, and administrative tasks. Work is performed under general supervision with leeway allowed for the exercise of independent judgment. Supervision over others is not normally a function of this position; however, the incumbent may coordinate or oversee the work of subordinate employees in the completion of special projects or assignments.

TYPICAL WORK ACTIVITIES:

1. Relieves the supervisor of a variety of routine responsibilities and tasks, including, but not limited to, keeping calendars and scheduling appointments;
2. Answers routine questions from the public on meeting times, permit status, application filing, and zoning designation;
3. Prioritizes mail or other matters requiring the attention of the supervisor and notes points of interest or those requiring action;
4. Establishes and maintains all files and records which pertain to the office's activities;
5. Coordinates office activities with activities of associated offices;
6. Provides information to employees and the public on municipality's policies and procedures pertaining to department's activities;
7. Serves as office secretary performing all necessary filing and receptionist duties;
8. Receives various application packets from the public and checks for completeness;
9. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the policies, practices, and procedures of the appropriate municipal department; good knowledge of office practices, procedures and equipment; good knowledge of business English and arithmetic; keyboarding skills; ability to maintain confidentiality; ability to communicate effectively, both orally and in writing, as in the preparation of routine correspondence; ability to learn the use of electronic data processing equipment; ability to establish and to maintain satisfactory working relationships with others, including the public; ability to maintain detailed records; ability to direct the work flow of a municipal department; ability to perform arithmetic operations accurately and quickly; resourcefulness; initiative; good judgment; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Completion of thirty (30) college credits;
- OR: (B) Possession of a certificate from a business/secretarial school;
- OR: (C) One (1) year of full-time clerical experience, that included the performance of skilled keyboarding duties;
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

SPECIAL REQUIREMENT:

Candidates must indicate keyboarding ability; i.e., courses in keyboarding or keyboarding work experience.

ADOPTED: 05/15/96 03/04/08

REVISED: 09/08/17