

ADMINISTRATIVE SECRETARY

DEPARTMENT : **CITY CLERK'S OFFICE**
SALARY :
FLSA : **NON-EXEMPT**
CIVIL SERVICE : **EXCLUDED**
BARGAINING UNIT : **NON-BARGAINING**

GENERAL STATEMENT OF DUTIES

Under the general direction of the City Clerk, using independent judgement, and exercising a high level of discretion in dealing with confidential matters, provides administrative and secretarial support to the City Clerk's Office and Finance Department as assigned. Work is performed with limited supervision. May assign work to other clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS **(Illustrative Only)**

These functions are considered essential for successful performance in this job classification.

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| <ol style="list-style-type: none">1. Using the applicable software, prepares and types on a personal computer resolutions, ordinances, agendas, minutes, legal documents, statistical reports, letters and memos from rough draft and composes documents for review, as directed by supervisor.2. Prepares and compiles weekly City Council packets.3. Distributes weekly agendas and minutes.4. Inputs data from garbage exemption forms.5. Assists with daily attendance records for department.6. Assists in taking minutes at various Commission or Committee meetings.7. Assists with preparation of and mailing of various assessment notifications.8. Assists Clerks as needed with licensing and parking tickets.9. Assists in answering incoming phone calls and responds to inquiries for information, providing information based on knowledge of City and Clerk's Office policies, regulations and procedures or directs inquiry to appropriate person.10. Acts as administrative support for Finance Department, including forwarding requests for | <p>information, preparing forms from drafts and other miscellaneous clerical duties.</p> <ol style="list-style-type: none">11. Prepares payment batches for invoices for Clerk's Office, Finance Department, Memorial Hall, Cable Commission and Finance Committee refunds.12. Prepares Water Works billing adjustments and Black Hawk County tax exemption notices.13. Communicates with Waterloo Courier on legal publications.14. Orders office supplies and maintains inventory for Clerk's Office and Finance Department15. Communicates with and maintains effective working relationships with supervisors, coworkers, elected officials, other City department administrative and clerical staff and the public.16. Makes decisions in accordance with department and City policies and established regulations.17. Works independently and with others with minimum supervision.18. Works under strict time constraints.19. Attends work regularly at the designated place and time.20. Performs all work duties and activities in accordance with City, Clerk's Office and OSHA policies, procedures and safety practices. |
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21. Performs all other related duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Thorough knowledge of secretarial functions, terminology, office procedures and equipment.
2. Ability to type at least 50 words per minute net of errors (verification of typing speed required at a later time if being seriously considered for position).
3. Ability to maintain confidentiality regarding sensitive information.
4. Thorough knowledge of and ability to use Microsoft Word, Excel and other specialized software applications appropriate to assigned duties and responsibilities; ability to enter and retrieve information and update records on computer.
5. Ability to speak clearly and distinctly, write legibly, prioritize work, produce a quality product within strict time lines and handle multiple tasks.
6. Ability to answer questions and provide information to the public and other City staff in person, by telephone or by email in a clear, concise and easily understandable manner.
7. Ability to exercise independent judgment and make decisions based on Clerk's Office and City policies and applicable government regulations.
8. Ability to communicate effectively and maintain working relationships with other City employees, supervisors, elected officials and the public.
9. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Associate's Degree (two year) in secretarial or business-related field with minimum two years experience as executive or administrative secretary in an office setting

OR

High school graduate/GED with minimum four years experience as executive or administrative secretary in an office setting with post high school formal education in secretarial or clerical field

OR

Any equivalent combination of experience and training that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

2. Previous experience working in a City Clerk's Office preferred.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without reasonable accommodation.

1. Sufficient clarity of speech and hearing that permits the employee to communicate effectively with supervisors, other employees and the public in person or by telephone.
2. Sufficient vision and manual dexterity that permits the employee to operate personal computer and other standard office equipment, handle files and other papers, perform customer service duties and other secretarial responsibilities.
3. Sufficient personal mobility that permits the employee to move from one work area or City Hall location to another.

MISCELLANEOUS

1. The City of Waterloo will conduct a background investigation, including employment and criminal history checks on any applicant being considered for this position.
2. Required to submit to and successfully pass one or more interviews.
3. Required to verify word processing, spreadsheet and other clerical skills through testing as determined by the City Clerk.

WORK SCHEDULE

8:00 a.m. to 5:00 p.m. Monday through Friday with one hour unpaid lunch. Limited overtime. May be required to occasionally attend evening meetings.