

SECRETARY

DEPARTMENT : **POLICE, ENGINEERING, BUILDING INSPECTIONS**
SALARY : **See Contract**
FLSA : **NON EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **TEAMSTER'S LOCAL 238**

GENERAL STATEMENT OF DUTIES

Under the general direction of a department head or designee, using independent judgement, provides secretarial and record keeping support.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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

1. Prepares and types on a personal computer using the applicable software, letters, memos, accounting records, legal reports, and statistical reports from rough draft and dictation equipment and composes documents for review, as directed by supervisor.
2. Assists in preparation of agendas and minutes for various meetings.
3. Assists with preparing and typing department budget, sales tax and OSHA reports.
4. Handles incoming and outgoing correspondence and distributes department mail.
5. Greets the public, assists in answering incoming department phone calls, provides information based on knowledge of department and City policies, regulations and procedures or directs questions to proper person; may answer radio dispatch from employees in the field.
6. Performs minor bookkeeping and financial record keeping.
7. Prepares and maintains office files and records.
8. Prepares and submits to Finance Office payment vouchers, purchase orders and other financial documents.
9. Prepares and submits to Clerk's Office biweekly payroll documents and audits benefits records for department employees.
10. Orders office supplies.
11. Operates standard typewriter, personal computer, calculator, dictation machine, fax machine and other office equipment.
12. Communicates with and maintains effective working relationships with supervisors, coworkers and members of the public.
13. Makes decisions in accordance with department policies and established regulations.
14. Works independently and with others with minimum supervision.
15. Works under strict time constraints.
16. Attends work regularly at the designated place and time.
17. Performs all work duties and activities in accordance with City policies, procedures and safety practices.
18. 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 50 words per minute net of errors (verification of typing speed required).
3. Ability to perform general office services including using word processing and spreadsheet applications appropriate to assigned duties and responsibilities, enter and retrieve information on a computer and update records.
4. Ability to collect, analyze and present data from computerized reports in organized and understandable form.
5. Ability to answer questions and provide information to the public and other employees both in person and over the telephone in a clear, concise and easily understandable manner.
6. Ability to prioritize work, produce a quality work product within strict time lines and handle multiple tasks.
7. Ability to exercise independent judgment and to make decisions based on department and City policies, rules and regulations.
8. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.
9. Ability to communicate effectively and maintain working relationships with other City employees, supervisors and members of the public.

ACCEPTABLE EXPERIENCE & TRAINING

1. High school graduate/GED with a minimum of one year experience as a secretary in a professional office environment

OR

Any equivalent combination of experience or training which provides the knowledge, skills and abilities necessary to perform the work.

2. Prefer additional post high school education in secretarial, clerical, accounting or business related field.

3. Skilled in use of personal computer and Microsoft Office software, specifically Word and Excel (verification of skills by hands-on demonstration may be required).

ESSENTIAL PHYSICAL ABILITIES

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

1. Clarity of speech and hearing that permits the employee to communicate effectively.
2. Sufficient vision and manual dexterity that permits the employee to operate personal computer and other office equipment, handle files, computer printouts and other papers.
3. Sufficient personal mobility that permits the employee to perform receptionist, telephone, personal computer or related secretarial functions and respond to requests from the public for information.

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. For those positions that have access to sensitive or classified information, a fingerprint check may also be required.
2. Required to submit to and successfully pass a panel interview.
3. May be required to demonstrate word processing skills on personal computer.

WORK SCHEDULE

Generally 8:00 a.m. to 5:00 p.m. Monday through Friday with one hour unpaid lunch, although hours may vary depending on specific department needs, with earliest starting time being 7:00 a.m. The City of Waterloo reserves the right to change these hours within the guidelines of the Teamsters contract. Limited overtime.