

MAJOR FUNCTION

This is responsible work as personal assistant to the City Treasurer-Clerk. Work involves the performance of secretarial, administrative and varied clerical and public contact work, requiring flexibility, good judgment and diplomacy. Work requires the employee to exercise independent action, judgment, and application of working knowledge of organization and programs. Work is performed under general and administrative supervision and is reviewed through conferences, observation and results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Reviews incoming/outgoing mail; sorts, prioritizes; responds or drafts responses for the official; or assigns to another division of the department for responses. Receives and screens telephone calls and visitors to the personal office of the City Treasurer-Clerk; conducts necessary research and recommends appropriate action; independently resolves those that do not require the attention of the official. Schedules and maintains appointment calendar. Sets up appointments or meetings at own discretion. Assists the official in preparing agenda items for City Commission meetings. Researches data, edits, coordinates all departmental agenda items. Types all correspondence, sets up and maintains file system. Makes all travel arrangements. Attends staff meetings, records work assignments, follows up with participants. Makes arrangements for conferences including location, time, place, participants, etc. Assists in training of new clerical employees of the department. Serve as backup for purchasing functions, processing personnel transactions, entering weekly time and leave data for the department. Has daily interaction as liaison for the official with members of the public, all divisions of the department, and the City Commission. Performs other related work.

Other Important Duties

May serve as recording secretary at conferences and meetings. Provides backup secretarial support to the City Commission. Performs other related work.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the organization, operations, and governing laws and regulations of the Treasurer-Clerk's office. Thorough knowledge of modern business practices, methods, procedures, and equipment including microcomputer and related software. Ability to analyze facts and exercise good judgment in arriving at valid conclusions. Ability to understand and interpret complex oral and written instructions. Ability to express ideas clearly and concisely, both orally and in writing. Ability to maintain confidentiality with documents or data of a sensitive nature. Ability to establish and maintain effective working relationships with subordinates, other departments, and appointed and elected officials. Ability to receive the public and promote a favorable and lasting good impression. Ability to type; transcribe dictation either by shorthand or use of dictation/transcribing equipment. Skill in the use of a microcomputer and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate, and five years of secretarial experience; or an equivalent combination of training and experience.

Necessary Special Requirement

Ability to type at a rate of 35 correct words per minute.

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02-19-10*