

**OB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Executive Secretary
Sch.& Grade PAT-5
Class Code FE69
FLSA Status Non-Exempt
Bargain Unit Elig. Not Eligible
Occupational Group Administrative Support

PRIMARY PURPOSE:

Provides personal secretarial services for an executive level position and performs responsible administrative office duties as well as routine office management functions.

SUPERVISION:

Under direct supervision.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Coordinates a variety of office activities including in-person and phone inquiries, dispensing proper forms with accurate instructions, receiving faxed information, etc. often performing several activities simultaneously.
2. Handles a wide variety of work on a regular basis containing highly confidential information.
3. Creates letters, memos, and other correspondence with minimal direction from copy, outlines, rough drafts, verbal or recorded dictation making changes in grammar, punctuation, spelling, or sentence structure as needed; drafts responses and inquiries for routine correspondence independently.
4. Screens telephone and personal callers, determining those which can be handled by other personnel, and provides information to callers, including Council members and key external contacts, which requires a comprehensive knowledge of City policies, procedures, and operations.
5. Operates a personal computer to prepare correspondence, reports, forms, etc. utilizing applicable software.
6. Establishes, maintains, and when necessary, revises files including determining appropriate organizational methods.
7. Prepares a variety of moderately complex, special and/or recurring reports with minimal or no direction.
8. Maintains calendars for appropriate staff members including arranging meetings, conferences, and appointments without clearance and making travel arrangements as necessary.
9. Performs routine office management functions including handling administrative details requiring initiative and judgement to make decisions in the absence of established guidelines or specific direction.
10. Assists in compiling, calculating, monitoring, and maintaining department budgets, expenditures, and other financial records including completing assigned paperwork.
11. Prepares and processes a variety of paperwork such as purchase order requests, requisitions, and invoices for payment.
12. Performs general office tasks such as copying, faxing, etc.

IMPORTANT FUNCTIONS:

1. Assigns, directs, and reviews the work of assigned clerical personnel as necessary.
2. Receives and distributes mail to appropriate personnel.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Modern office practices and procedures; accurate grammar, spelling, punctuation, sentence structure, and standard English usage; business correspondence formats; record keeping and filing system methods; computer software applications, basic math skills for budget and other financial calculations. Some assignments require knowledge of specialized terminology or formats, advanced proficiency with spreadsheets and word processing.

Abilities

Effectively and efficiently coordinate office activity including adapting to a fast paced, multi-task environment; type accurately at a rate of approximately 50 words per minute; create a variety of correspondence independently or with minimal directions; maintain a high level of confidentiality; operate modern office equipment; utilize word processing, spreadsheet, and data base applications when applicable; take verbal dictation at a rate of 80 words per minutes or transcribe recorded dictation at a rate of 60 words per minute depending on departmental assignment; independently plan, prioritize, and organize work in an efficient manner; learn city ordinances, policies, and operations; follow oral and written instructions; efficiently and accurately compile and maintain records, reports requiring attention to detail, etc.; communicate effectively both verbally and in writing; deal effectively and courteously with a diverse group of associates and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others, presents an overall professional image.

Experience, Education, and Training

At least three years of responsible administrative office work.

Physical Requirements

Performs bending, sorting, and reaching to both ground level and overhead as required for such tasks as filing; lifts and carries up to 10 pounds; pushes and pulls up to 25 pounds; holds and grips objects; must possess ability to operate a computer keyboard and/or mouse; must be able to hear audio tapes utilized for transcription purposes or record verbal dictation depending on departmental assignment; may be subject to sitting for long periods of time.

Working Environment

Indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

Certified Professional Secretary (CPS) is desirable.
Obtain Notary certification within the probationary period depending on departmental assignment.

Miscellaneous Requirements

Must be able to complete a background investigation, if applicable.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 4341
Comments:	Updated Knowledge	Date: June 14, 1993

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____