

Title changed July 2002 to

**Administrative Assistant to  
the City Council**

CLASS CODE 0021 GROUP 1  
DEPARTMENT REVIEW \_\_\_\_\_ DATE \_\_\_\_\_  
PERSONNEL APPROVAL *George J. [Signature]*  
EFFECTIVE DATE \_\_\_\_\_  
SUPERSEDES N. A.

**SECRETARY TO THE CITY COUNCIL (DRAFT)**

**DEFINITION**

This is highly responsible and complex secretarial work. Under general supervision of the City Council, this position is responsible for handling routine administrative details. Work requires the exercise of independent judgement, initiative and discretion based on a knowledge of performing daily activities. Work also involves extensive public contact, considerable contact with the City Council and officials of the City's operating departments and offices. The employee works with a minimum of supervision in the performance of general office duties and administrative routine; however, special and unusual assignments are subject to closer supervision. Work is reviewed by the City Council for the achievement of desired results and adherence to policies and procedures.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Receives telephone calls and visitors, ascertains nature of business and directs either to members of the City Council or, when feasible, to another appropriate authority for disposition; schedules appointments for and with members of the City Council; takes and transcribes dictation; composes correspondence; types a variety of reports and materials; prepares special reports; serves as Assistant Secretary to various boards and commissions as required; records and transcribes minutes of meetings and maintains files for each board or commission; prepares and maintains records on office activities pertaining to personnel, purchasing, travel expenses and related activities; administers petty cash fund; may oversee the work of subordinate clerical personnel.

**OTHER JOB RELATED DUTIES**

Performs other job related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Minimum:** Five (5) years of increasingly responsible secretarial experience;

**Knowledges:** extensive knowledge of secretarial practices and procedures, modern office practices, procedures, systems and equipment; thorough knowledge of business English, spelling, arithmetic and vocabulary; knowledge of administrative and procedural policies and regulations pertaining to municipal government;

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**Skills to:** operate modern office equipment; type 70 words per minute and take dictation at 110 words per minute.

**Ability to:** maintain complex office and confidential records and to prepare accurate reports from records and materials; deal with public relations problems and complaints courteously and tactfully; communicate clearly, concisely both orally and in writing; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

**Desirable:** Associate degree in secretarial science; high level secretarial experience with a municipal government agency.