



ADMINISTRATIVE SECRETARY
FLSA: Non-Exempt
Grade 18 \$32,852.65 - \$52,564.23

GENERAL DEFINITION

Performs skilled secretarial, clerical and administrative support duties. Answers inquiries for information, some of which may involve limited research. Compiles routine information and composes general correspondence for the supervisor's signature. Types and performs other administrative support tasks using personal computers. Prepares reports involving clerical, tabular, graphical or database information. Essential job duties, as outlined herein, are performed according to the specific department or area of assignment.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responds to inquiries and concerns regarding departmental functions; answers telephone calls from the public and City staff and provides resolution or directs to appropriate entity.
- Composes and types correspondence not requiring the individual attention of the manager or department head.
- Coordinates and manages various budget and financial records of the department.
- Establishes and maintains department files and records management system.
- Prepares various routine forms for the department, e.g., travel authorizations, purchase orders, department payroll.
- Operates a variety of standard office technologies and equipment in performing assignments, e.g., copiers, facsimile machines, calculators, personal computers.
- Assumes responsibility for receipts and timely distribution of incoming mail.
- Receives, coordinates and prepares for distribution department outgoing mail and packages.
- Coordinates and maintains schedules for various department activities, meetings, Management calendars, and appointments.

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- Performs data entry in the maintenance and updating of various systems, records, and logs of the department.
- Establishes and maintains effective working relationships with internal customers, external entities, and the general public.
- May accept, receive, and/or collect payments depending on the department.
- May prepare and/or process purchase orders depending on the department.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of the operations, functions, and policies of the department, within which work is to be performed.
- Substantial knowledge of business English, spelling, grammar, format, diction and style applied to written business correspondence.
- Ability to establish and maintain effective records maintenance and file management systems.
- Ability to work independently under limited supervision on routine tasks.
- Familiarity with standard office technologies, e.g., personal computers, word processors, spreadsheet applications, e-mail, and the internet.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or a GED Certificate and 2 years of responsible administrative support or secretarial experience. Computer literate with proficiency in MS Office, with demonstrated typing/keyboard skills with a high degree of accuracy at a minimum rate of 35 words per minute (wpm). Experience with mail merge and creating databases, excellent communication skills (written and oral), exceptional organizational and time management skills, with ability to manage multiple priorities.

PREFERRED

Typing accuracy of 45 words per minute (wpm).

Certified Notary Public.

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PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

A review of this position has excluded marginal functions of the position that are incidental of the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills, and ability.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date