

CLASS CODE:  
APPROVED BY CITY COUNCIL:

MGMT/CONF UNIT  
EXEMPT

## **THE CITY OF FONTANA ADMINISTRATIVE SECRETARY**

**DEFINITION:** Under general supervision from the Department Director, performs a variety of highly responsible, confidential and complex secretarial and administrative duties in providing staff assistance to the Department Director and other management staff.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Type and proofread a wide variety of reports, letters, and memos; type from rough draft, verbal instructions or transcribing machine recordings; independently compose correspondence related to assigned responsibilities.
- Provide general clerical and administrative support to Department Director and staff: screen calls, visitors and mail; respond to sensitive requests for information and assistance; maintain appointment schedules and calendars, process personnel, payroll and purchasing information.
- Organize and maintain complex technical filing systems and records such as payroll, attendance, budget, production and costs records; maintain manuals and update resource materials.
- Order and maintain office equipment and supplies; order stationary, business cards and supplies for Department Director and staff as required.
- Assist in the preparation of departmental budgets; monitor budget expenditures.
- Participate in special projects; compile and analyze data as assigned.
- May serve as secretary to a board or commission; prepare the agenda and assemble background materials; transcribe minutes of the meetings, and perform related support services.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Perform any other tasks deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

**Administrative Secretary**  
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**EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have knowledge of:

- Principles and procedures of record keeping and reporting.
- Basic procedures and techniques of budget preparation and accounting.
- Principles and techniques of business letter writing.
- English usage, spelling, grammar and punctuation.
- Modern office procedures and computer equipment.

**Ability to:**

- Provide administrative support for a broad range of areas.
- Learn, interpret and apply Federal, State, local and department policies, procedures, laws and regulations.
- Perform responsible and complex secretarial work involving the use of independent judgment.
- Analyze situations carefully and adopt effective courses of action.
- Maintain confidential data and information for executive staff.
- Independently prepare routine correspondence and memorandums.
- Operate a variety of modern office equipment including a computer.
- Type at a speed necessary for successful job performance. (50 net wpm)
- Transcribe dictation at a speed necessary for successful job performance.

**Experience:** Four years of increasingly responsible secretarial experience.

**Education:** Equivalent to the completion of the twelfth grade supplemented by specialized secretarial and clerical training.