

## **CITY OF FONTANA SECRETARY**

**DEFINITION:** Under general supervision, performs a variety of responsible secretarial and clerical duties in support of City management staff; and provides general information and assistance to the public. May exercise functional and technical supervision over lower level clerical staff.

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

- Type and proofread a wide variety of reports, letters, memos and correspondence; type from rough draft, verbal instructions or transcribing machine recordings; may independently compose correspondence related to assigned area of responsibility.
- Provide general secretarial and clerical support to assigned division staff; screens calls, visitors and mail; responds to requests for information and assistance from the public; maintains appointment schedules and calendars; may process personnel, payroll and purchasing information.
- Organize and maintain complex technical filing systems and records such as payroll, attendance, budget, production and cost records; maintains manuals and updates resource materials.
- Operates a variety of office equipment including computers and related software; inputs and retrieves data and text; organizes and maintains disc storage and filing; orders and maintains office equipment and supplies.
- Schedules and reviews activities to ensure that work is completed in a timely and appropriate manner.
- Participates in special projects; compiles data as assigned.
- May serve as secretary to a board or commission; prepares the agenda and assembles background materials; may transcribe minutes of the meetings, and performs related support services.
- Learn, interpret and apply Federal, State, local and department policies, procedures, laws and regulations.
- Perform responsible secretarial work involving the use of independent judgement.
- Analyze situations carefully and adopt effective courses of action.
- Maintain confidential data and information.
- Assist in the preparation and monitoring of department budget.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform any other tasks or functions 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, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in the preparation of statistical reports and data, using a computer key board. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag and push files computer reports, or other materials weighing up to 25 pounds also is required.

## **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that provides the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Principles and techniques of business correspondence writing.
- Appropriate English usage, spelling, grammar and punctuation.
- Modern office procedures, and equipment including computers and applicable software.

**Experience:** Two years of increasingly responsible secretarial and clerical experience.

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

**Skills:** Typing speed at 50 words per minute  
Transcribe dictation at a speed necessary for successful job performance.