

## SENIOR SECRETARIAL SPECIALIST

PURPOSE: To provide secretarial and office support services.

### FUNCTIONAL AREAS:

1. Perform transcription and typing services using independent judgment.
  - \* A. Collect, analyze, prepare, and arrange data and materials for typing.
  - \* B. Perform transcription and typing from shorthand notes or transcribing discs.
  - C. Write letters and memoranda from marginal notes or oral or written instructions and legal papers for which general information and forms are available.
  - \* D. Perform typing of letters, bills, agendas, work orders, forms, minutes, vouchers, requisitions, statements, schedules, opinions, proceedings, franchises, ordinances, contracts, orders, subpoenas, motions, complaints, decisions, requests for investigations, affidavits, briefs, dismissal sheets and other documents using a computer.
  - \* E. Prepare documents following known statutory procedures rather than specific directions, and check legal references transcribed with reference books to ensure that citations are accurate.
  - \* F. Check typewritten materials for accuracy, format, and grammatical correctness.
2. Maintain office records.
  - A. Perform calculations, balancing, reconciling and posting data to records and accounts.
  - \* C. Check and compile statistical data.
  - D. Calculate charges, secure payments, issue receipts, prepare money deposits, manage and maintain records of small petty cash accounts.
  - \* E. Record entries in book of accounts and other records.
  - F. Record hearing dates, pleas, trials, convictions, acquittals, sentences and other disposition of cases.
  - \* G. Prepare, check, and record invoices, bills, vouchers, payrolls, work reports, checks, legal descriptions, and statements.
3. Provide service to the public and resolve complaints.
  - \* A. Perform receptionist duties, including answering the telephone and assisting customers at the counter.
  - \* B. Provide information, refer callers to proper party, arrange committee meetings, provide forms and applications, and distribute documents to other offices.
  - \* B. Provide explanations of legal regulations and procedures, respond to inquiries about department standards and procedures, and issue licenses and permits.
  - \* C. Respond to and resolve customer complaints and problems.

4. Provide general secretarial services.
  - \* A. Prepare materials for mailing and process received mail.
  - \* B. Maintain inventory records, indexes, mailing lists, files, calendars, manuals, legal documents, and other reports, including cross reference index files.
  - C. Requisition, arrange, and distribute office supplies and equipment.
  - \* E. Maintain awareness of current legislation affecting legal procedures and city organizations and procedures.
  - \* F. Operate duplicating, calculating, adding, addressing, transcribing, computer and word processing equipment.
  - \* G. Maintain control files of matters in progress and expedite their completion.

## JOB REQUIREMENTS

### Education & Experience Requirements:

- ◆ One (1) year as Clerical Technician, or classified as Secretarial Specialist or Clerical Specialist (promotional only); or six (6) years general secretarial experience, or a combination of general secretarial experience and training equal to six (6) years (open only).

### Knowledge Requirements:

- ◆ A. Knowledge of office methods, procedures, and equipment.
- ◆ B. Knowledge of alphabetizing, indexing, and filing methods.
- ◆ C. Knowledge of business letter writing forms.
- D. Knowledge of legal procedures, forms, and terminology.

### Skill Requirements:

- A. Skill in preparing legal documents from general instructions.
- ◆ B. Skill in keyboarding from clear copy at a rate of not less than 50 net words per minute.

### Ability Requirements:

- ◆ A. Ability to transcribe.
- ◆ B. Ability to spell correctly and to use proper English grammar.
- ◆ C. Ability to understand and carry out oral and written directions.
- ◆ D. Ability to make comparisons and accurate computations.
- E. Ability to understand questions and to provide clear and satisfactory explanations.
- F. Ability to work independently in the absence of specific instructions.
- ◆ G. Ability to organize work.
- ◆ H. Ability to establish and maintain effective working relationships with co-workers and with the general public.

- ◆ I. Ability to sit for extended periods; and ability to stand, walk, push, pull, stoop, reach, finger, and handle.
  - ◆ J. Ability to frequently lift and carry office supplies and materials weighing up to ten pounds, and to occasionally lift and carry supplies weighing up to 20 pounds.
- \* Essential functions
- ◆ Job requirements necessary on the first day of employment

Anlst: JA	Date:
Union: Basic	Pay: 125
CSB: 19970204	
CC: 19970218	Res: 97-0140R