

**DEPARTMENT SECRETARY****DEFINITION**

To perform a variety of confidential and complex secretarial and administrative duties for a department and to manage the centralized clerical support functions of the office.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from general clerical classes by the more complex, responsible and sensitive duties related to its functioning as the personal secretary to a high level administrator or department head and by the responsibility for the management of the centralized clerical support functions within the department.

**SUPERVISION RECEIVED AND EXERCISED**

Direction is provided by a department head.

Responsibilities may include direct or indirect supervision of subordinate clerical positions.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS/DUTIES**

- Compose routine correspondence not requiring the department or division head's personal attention.
- Act as a receptionist, screen calls and visitors, and refer inquires as appropriate; respond to complaints and requests for information regarding the intent of instructions, precedents and regulations.
- May take and transcribe dictation from shorthand notes or transcribing machine recordings.
- Recommend organization or procedural changes affecting clerical activities.
- Relieve the administrator or department head of routine personnel, budget, payroll and routine purchasing duties.
- Research, compile and analyze data for special projects and various reports.
- Initiate and maintain a variety of files and records for information such as payroll, attendance, budget, production and cost records; maintain manuals and update resource materials.
- Make appointments and arrange travel, conferences and meetings.
- May serve as Secretary to a board or commission, preparing the agenda, assembling background materials and taking minutes of the meetings.

TOWN OF TIBURON	Page 2
Department Secretary	
(Continued)	

- May supervise, train and evaluate subordinates.
- Perform related duties as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

- English usage, spelling, grammar and punctuation.
- Modern office methods, procedures and equipment and business letter writing.
- Organization, procedures and operating details of the Town department to which assigned.

#### **Ability to:**

- Understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities. Interpret and apply departmental policies, laws and rules.
- Communicate effectively; compose correspondence.
- Work cooperatively with other departments and outside agencies.
- Type at a speed necessary for adequate job performance.
- Take dictation or transcribe from a dictating machine at a speed necessary for adequate job performance.
- Work independently in the absence of supervision.
- Analyze situations carefully and adopt effective course of action.
- Compile and maintain complex and extensive records and prepare reports.
- Understand and carry out directions.
- Supervise, train and evaluate subordinates.

TOWN OF TIBURON	Page 3
Department Secretary	
(Continued)	

**Experience and Education**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Three years of increasingly responsible clerical/secretarial experience.

**Education:**

Equivalent to the completion of the twelfth grade including or supplemented by specialized clerical courses.