

JURUPA COMMUNITY SERVICES DISTRICT ADMINISTRATIVE SECRETARY II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the supervision of the Administrative Manager, provides varied and often confidential secretarial, clerical and office administrative assistance to the Board of Directors, the General Manager and District administrative staff; performs related work as assigned.

CLASS CHARACTERISTICS

This class provides responsible and confidential secretarial support duties requiring the use of considerable discretion, initiative and independent judgment.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Performs difficult secretarial, clerical, and routine administrative work for the District involving the use of considerable independent judgment. (All)

Assist in typing all Board, committee and special meetings agendas and related documents; transcribes all Board and committee meeting minutes; assists in the compilation of distribution of Board and Committee agenda packets. (a b d f h i j k l m n o p q r)

Acts as confidential secretary to the Board of Directors, Administrative Manager and the General Manager. Maintains and administers Board of Directors compliance and election data. (All)

Participates in or singularly completes special projects as directed. (All)

Assists in receiving and screening visitors and telephone calls; provides authoritative information, which may require the use of judgment and interpretation of policies and procedures. (a c d f g h i j p r)

Types drafts and a wide variety of finished documents which may include legal terminology or confidential materials from notes, brief instructions, prior drafts and dictating equipment; initiates specified correspondence independently for signature by the appropriate manager. (a b d f h i j k l m n o p q r)

Creates the District newsletter. (a b c d f h l j k l m n o p q r)

Reviews finished materials for completeness, accuracy, format and correct spelling and English usage. (a f g h i j l o p q r)

Maintains records management systems and various Administrative and District project files, including retrieving information from the Internet. (a b g j i j l n q r)

Assists in maintaining an appointment calendar; assists in scheduling and arranging meetings by reserving rooms and equipment, issuing notices and assembling materials. (a c d f g h i j p r)

Organizes own work, maintains critical deadlines and coordinates activities with those of other District units to assure completion of the work. (All)

Provides assistance to other divisions/units as necessary; assists and/or directs others in the performance of related tasks. (a b h i j p)

Updates District web site with Board meeting information. (a c d f g h l j p r)

Orders and maintains supplies for designated office equipment. (a b c d f g h j l r)

REQUISITE ABILITIES

- a. Communicate clearly and concisely, both orally and in writing.
- b. Keep accurate records.
- c. Analyze situations carefully and adopt effective courses of action.
- d. Understand the operation of the District and outside agencies.
- e. Compose correspondence independently.
- f. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- g. Explain and apply policies and procedures.
- h. Interpret and apply rules, regulations, and policies.
- i. Understand and follow verbal and written directions.
- j. Work independently.
- k. Type accurately at an acceptable rate of speed.
- l. Operate a computer and use a variety of computer software.
- m. Take dictation or transcribe from a dictating machine.
- n. Compile and maintain complex records and files.
- o. Edit documents for correct English grammar, punctuation, and spelling.
- p. Maintain confidentiality of records and information.
- q. Apply modern office practices and use office equipment.
- r. Meet the physical requirements established by the District.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations

include equivalent to graduation from high school and three years of responsible secretarial and office administrative experience.

Knowledge and Skill Levels

Considerable knowledge of standard office administrative and secretarial practices and procedures, including business letter writing and the operation of standard office equipment; basic functions and organization of local governments; record keeping, report preparation and filing methods; correct English usage, including spelling, grammar, punctuation and vocabulary.

Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Communicate orally and by telephone with Board members, management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals, copiers, and FAX machines; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 10 pounds; occasionally stoop, kneel and crouch; sufficient manual dexterity to operate office equipment.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

FLSA / NON-EXEMPT

Range: 31

1300 Admin/job descriptions/reviewed 09/04