

LTRID

SUBJECT: Job Description	DATE: 8/18/20/04	NO:
DEPT: Administration	SUPERSEDES:	NO:
TITLE: Secretary	PAGE: 1 of 2	

Occupation (Craft) Series

Secretary – Executive \$17.61 - \$22.47
Secretary – Receptionist \$15.96 - \$20.38

PRIMARY FUNCTION:

Under general supervision of the General Manager, to perform a variety of clerical and administrative work (non-supervisory) and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

Secretary – Executive: Incumbents are expected to perform highly skilled and specialized duties of a complex nature. Functions assigned may be technical requiring sufficient knowledge in which previous experience is expected to be a primary source. May have a responsibility for orientation, training and assistance to incumbents of lower-level classifications, additional responsibilities at the Executive level may include work planning, individual assignments of work, and participation in the performance appraisal of others.

Secretary - Receptionist: Duties may be fairly standardized but require the exercise of independent judgment in interpretation and application of accepted practices and procedures or in modification of existing methods to complete assignments. Incumbents must possess sufficiently developed typing and clerical skills to handle all but the most complex matters.

TYPICAL DUTIES:

Executive Level:

(1) Provide administrative support to the Board of Directors; (2) Ensure compliance with legal requirements on applicable documents; (3) Arrange Board of Directors meetings and committee meetings associated with the District; (4) Preserve the minute books of the District; (5) Establish and maintain filing systems; (6) Draft letters, memoranda and correspondence; (7) Arrange travel plans for employees and members of the Board of Directors (8) Maintain and coordinate the schedule of the General Manager (9) Act as primary secretary to the General Manger.

Both Classifications

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(1) Performs a wide variety of clerical and typing work related to the function to which assigned; (2) Types letters, memoranda, reports, bulletins, handbooks, questionnaires, requisitions, contracts, and other materials from marginal notes, rough drafts, or verbal instructions; (3) Compiles information from various sources and types on a variety of forms; (4) Reviews documents for accuracy, completeness, and conformance to established procedures; (5) Compiles and tabulates statistical data; (6) Serves as receptionist for the general public; (7) Answers inquiries and gives out information concerning standards, procedures, and programs; (8) Develops and maintains files; (9) Classifies and posts information and keeps a variety of records, sometimes including those relating to payroll and work orders; (10) Orders, stores, and issues supplies and materials pertinent to the function to which assigned; (11) Makes reservations or appointments; (12) Arranging and clean up for various meetings; (13) Operates standard office machines; (14) Distributes and dispatches mail; (15) May receive and issue receipts for monies; (16) May do some art work; and (17) May train for data entry.

EMPLOYMENT STANDARDS:

Education and Experience: Graduation from high school, including or supplemented by courses in typing and office practices, plus: five years experience (Executive); three years experience (both levels); Licensing: California driver's license (Class C) required.

Typical Responsibilities:

Knowledge of: (1) Modern office practices and procedures; correct English usage; spelling, punctuation, and grammar; and basic arithmetic, filing, and record keeping.

Ability to: (2) Type 50 words per minute, with a high degree of accuracy; (3) Maintain clerical records and prepare reports and anticipate problems (including the development and implementation of solutions); (4) Look out for, and effectively work with, other personnel; (5) Maintain cooperative working relations with other personnel and the public; (6) Exercise appropriate methods of communication, including the receiving and dissemination of information; (7) Incorporate safe practices into performance of job duties; (8) Work inside in a controlled physical environment; (9) Expend moderate physical energy while sitting, standing, walking - work is mostly sedentary; and, (10) Effectively demonstrate the application of all skills, knowledge and aptitudes required to carry out the duties cited above.