

EAST BAY REGIONAL PARK DISTRICT

SECRETARY

GENERAL FUNCTION

Under general supervision, provides a wide range of routine to complex secretarial and clerical duties to relieve the manager of administrative and office support tasks.

CLASS CHARACTERISTICS

This is an advanced journey level class, fully capable of independently performing a wide variety of receptionist duties, word processing tasks, maintaining a calendar, filing, record keeping, and coordination of schedules and meetings. This class also performs work involving a variety of complex and highly responsible secretarial tasks, or highly technical and related non-routine duties of an administrative nature requiring wide latitude for independent action. This class may also have lead or supervisory responsibility to a journey level office support position.

Some positions in this class may be designated as "confidential" in nature, depending on departmental assignment.

ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to: Maintain manager's calendar: schedule/coordinate meetings and appointments, and make room arrangements as required; remind manager of pending meetings and provide pertinent information. Assess and set daily work priorities. Operate standard office equipment. Operate a personal computer in order to create/edit/update documents, forms, charts, tables, legal forms, etc.; compose documents from handwritten or verbal instructions or according to need; review documents for completeness and accuracy; extract and compile data and other information for reports, copy and distribute information. Answer telephone calls and greet visitors, screening as required; obtain and/or give information; answer routine inquiries; explain or clarify policies and procedures. Maintain accurate and organized manual or computerized filing systems; search, locate, retrieve and or track files in order to provide requested information; create new files and filing systems when needed. Initiate follow-up procedures to ensure that projects and other tasks are completed and/or deadlines met, including coordinating activities with others; develop systems for tracking information, projects and pending issues. Open, screen and prioritize mail; screen incoming correspondence, assisting with or referring to appropriate staff member, and following up on replies; screen for suitability any outgoing correspondence prepared by others. Take summary and verbatim notes, and transcribe, arrange and present information in a clear and concise manner.

OTHER FUNCTIONS & DUTIES

Other tasks related to this role will include: maintain adequate office supplies and forms; schedule back-up office support as required; make travel arrangements when necessary; may train or cross-train other office support personnel in various functions; may provide lead or supervisory direction to journey level office support personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS

Two years experience in the East Bay Regional Park District classification of Office Assistant or one year experience in the classification of Senior Office Assistant or Office Specialist, OR

Education: Equivalent to completion of high school, AND

Experience: Four years of experience in responsible office support work, of which a minimum of two years shall have been in a secretarial position or positions,

Substitution: 45 semester units of secretarial/office administration courses may be substituted for a maximum of one-year experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of modern office support skills and procedures with particular reference to the work involved in the office of a management level public official. Knowledge of customer relations techniques; standard methods of filing; clear writing, grammar, punctuation, spelling, vocabulary. Ability to type 55 net words per minute and an ability to take verbatim notes, either via dictation, speedwriting, or dictaphone/tape recording transcription. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers. Ability to use initiative and sound, independent judgment within established guidelines. Ability to prioritize and coordinate work activities. Ability to compose routine correspondence, Board material, and other documents. Ability to make accurate arithmetic calculations. Ability to maintain confidentiality of work.

SPECIAL CONDITIONS OF EMPLOYMENT

Certain positions will require a valid California driver's license as a condition of initial and continued employment in this classification.

Note: This is a position of confidentiality and trust. A breach of this confidentiality is grounds for discharge.

REPORTS TO: A manager of the East Bay Regional Park District.

Employment Category: AFSCME, Local 2428, Salary Range Effective 3/27/99 (\$3,206.42 - \$3,488.29)
or CONFIDENTIAL, Range CON1, depending on assignment

Adopted by Board: October 7, 1986

Revision Approved by General Manager: March 21, 2000