
JOB TITLE: SECRETARY I
DIVISION: ADMINISTRATIVE – DIRECTOR’S OFFICE
DEPARTMENT: PUBLIC SAFETY CLASS CODE: _____

EXEMPT: _____ NON-EXEMPT: X EMPLOYEE: _____
FULL TIME: X PART TIME: _____ SUPERVISOR: _____
DIRECTOR: _____
DATE: _____

DESCRIPTION OF WORK

General Definition: Provides secretarial support to the Director of Public Safety, and performs other duties as assigned by the department head, or designee. Substitutes for the Secretary to the Assistant Chief when needed.

Supervision Received: Work is performed under the general supervision of the Director of Public Safety.

Supervision Exercised: None.

Examples of Duties: Receives telephone calls and visitors; takes messages and responds to inquiries. Schedules appointments and maintains appointment calendar. Types correspondence, memos, letters and reports; opens, sorts and distributes the mail. Prepares purchase authorizations and purchase orders for vendors. Establishes and maintains files; copies and maintains records; obtains office supplies. Verifies departmental reports are submitted to the Director’s office according to schedule. Provides approved information to the media. Monitors and records employee leave days and work time; verifies overtime sheets; keeps personnel status reports up to date, such as employee’s addresses and phone numbers. Assembles information for employee newsletter. Handles confidential information; . Makes reservations and registrations for conferences and seminars; renews subscriptions and memberships. Receives and returns equipment that is defective or in need of repair. Participates in activities dealing with school children, welcome wagon, and other public activities; gathers necessary pamphlets for distribution to visitors. Coordinates and assist with Public Safety Director’s travel.

MINIMUM QUALIFICATIONS

Knowledge: Knowledge of business English, spelling and punctuation; knowledge of modern office practices and procedures; knowledge of the procedures and activities of the Public Safety Department; knowledge of computers and basic operations; knowledge of business accounting.

Skills: Skill to type a minimum of 60 wpm; skill to communicate in writing; skill to communicate orally; skill in proofreading materials to ensure accuracy; skill in operating computer; skill in word processing, spreadsheet preparation and Power Point.

Abilities: Ability to handle confidential information; ability to develop filing systems; ability to follow complex oral and written directions; ability to work effectively without undue instruction and supervision; ability to identify what information is needed by others for effective actions; ability to establish and maintain effective working relationships; ability to deal and communicate effectively with the public; ability to obtain and retain eligibility for bonding. Type on a computer. Perform duties acceptably after long hours (over 12-18) without sleep during emergency situations. Work any day of the week, any hour of the day, extra assignments as needed. Behave in a manner conducive to high morale; express enthusiasm for work assignments, environment, personnel, and management, use and maintain departmental equipment safely, properly, must not pose a threat to the health and safety of self or others. Maintain various card/paper files; prepare monthly statistical reports by hand and computer. Use and maintain departmental equipment safely and properly, effectively share work information. Communicate effectively, courteously and clearly in English, verbally and in writing. Use of computer equipment, use of calculator and typewriter in developing reports and correspondence. Input, retrieve, and maintain information, reading from both computer screens and printouts. Make ethical decisions that conform to applicable laws, Departmental Policy Regulations, etc., without supervision. Work in a confined area remaining seated for long periods of time, entering data into various computer systems. Comprehend and apply city policies and procedures. Collect, accurately count money and make change. Tolerate loud noises for prolonged periods of time from copiers, computer printers and paper shredders, radios and telephones. Complete all reports and paperwork promptly, legibly, accurately, thoroughly, neatly, and with correct grammar and spelling. Follow through on assignments in a timely manner. Develop, utilize and recommend methods for work improvement. Obtain useful information during interviews. Develop and adequately utilize sources of information. Observe and report hazardous conditions. Arrive at work on time; work in assigned area. Maintain acceptable personal hygiene and business attire. Maintain work area neatly, safely, and in organized fashion. Display self confidence and authoritative manner, with conduct reflecting favorably on the Department. Must not pose a threat to the health and safety of self or others. Operates typewriter and other office machines such as fax machine, copier, scales, computers and scanners. Type forms, charts, statements, confidential investigations, letters or memos prepared for signature by other supervisory personnel. Search files, assemble information. Arrange index and file cards, letters and documents. Lift, carry, hold, push and pull up to 10 pounds of office supplies and/or equipment. Communicate effectively with the public by writing and by telephone. Be flexible as to duty hours and call-outs as required. Work well with the public and co-workers daily, communicating effectively, maintaining alertness, composure, helpful attitude and professionalism in all circumstances, including stress, verbal abuse, criticism and/or other adverse conditions. Begin and seek out work without supervision.

Education: High school graduate; Experience in Microsoft Word, Excel, Outlook, Access, and Power Point.

Experience: A minimum of two years of clerical/secretarial experience in a senior management position.

Job Description:

Secretary I Administrative – Director's Office

Revised: 10/17/06, 3/2014

Any work related experience resulting in proficiency levels in the above minimum qualifications is an acceptable substitute for the above specified education and experience requirements.

Licenses and Certificates: Certification as a Notary. Texas Class C driver's license and driving history acceptable to the City.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILL WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.