

<b>JOB TITLE:</b>	Secretary	<b>APPROVED BY CITY COMMISSION</b>
<b>DEPARTMENT:</b>	Water	<b>DATE:</b> _____
<b>DEPT. NO.:</b>	3000	<b>SALARIED</b>
<b>SUPERVISOR:</b>	Public Works	<b>HOURLY:</b> <b>XXX</b>
<b>FULL TIME:</b>	<b>XXX</b>	<b>EXEMPT:</b>
<b>PART TIME:</b>		<b>NON-EXEMPT:</b> <b>XXX</b>

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**JOB SUMMARY:** Responsible for performing secretarial work requiring knowledge of departmental operations. Uses a computer, typewriter, and calculator; public contact; filing; does related work as required.

**ESSENTIAL JOB FUNCTIONS:** Performs secretarial functions requiring discretion and specialized knowledge; assist Director of Public Works by preparing correspondence as may be prepared for supervisor's signature: prepares and checks statements for signature and approval; operates personal computer, typewriter, calculator; prepares confidential investigations, departmental reports; screens telephone calls and writes messages; searches files and assembles information; compiles statistics and maintains statistical records; reads, proof's, and writes reports as required; arranges, indexes, and files letters and documents; types legal documents as required; maintains departmental personnel files; lifts and carries (10 lbs.) of stationery supplies or related materials; reads computer screen and other written material; sits at desk for extended periods of time typing and inputting data on personal computer; writes by hand to take telephone messages and verbal messages; converses fluently in English and reads English. Responsible for the efficient and safe operation, care and appearance of assigned area and equipment. Interacts with public and other city departments and employees in a pleasant, efficient manner, regarding dissemination of information concerning statistics, and legal matters; plans and schedules work independently in the absence of specific instruction or supervision; and uses tact, diplomacy and discretion as required.

**OTHER JOB FUNCTIONS:** Answers telephones, assists the public with their inquiries as to public works activities and acts as dispatcher in day-to-day operations.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:** Inside, sitting for extended periods of time.

**REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSES:** High school diploma/GED, business/secretarial courses a plus.

**EXPERIENCE, TRAINING, KNOWLEDGE AND SKILL:** Experience in general secretarial work, typing, use of computer and calculator.