

ADMINISTRATIVE SECRETARY I



Description:

Under direction, this classification performs a variety of secretarial duties and administrative tasks requiring knowledge of department policies and procedures, and how they apply to the public served.

Distinguishing Characteristics:

Positions in the class are characterized by having the responsibility to perform a wide variety of secretarial tasks in support of management.

This class is distinguished from the Administrative Secretary II position by the latter's independence and advisory role to management. They are further distinguished from the Office Assistant Series by the assignment of complex clerical and administrative tasks.

Duties may include, but are not limited to:

1. Screens and directs mail and calls; provides information requiring interpretation of policies and procedures.
2. Composes brief, factual correspondence following general directions or notes.
3. Types letters, reports, numerical and technical materials and minutes from draft.
4. Searches for specific material and compiles reports.
5. Establishes and maintains logs, files and records; including budget, personnel and payroll records.
6. Schedules meetings and conferences, prepares materials, takes, transcribes and distributes minutes.
7. Posts financial transactions in account, journals and ledgers.
8. Relieves supervisor of administrative detail such as checking time and attendance reports and approving purchases.
9. Keeps supervisor's calendar and makes appointments as directed; makes travel arrangements and prepares expense reports.
10. Explains or interprets departmental policies to employees or public.
11. Researches information for supervisor's administrative decisions.
12. Prepares purchase orders or requisitions.
13. Provides vacation or temporary relief as required.
14. Performs related duties as required.

Typical Qualifications:

Two years of progressively responsible office clerical experience involving a wide variety of clerical duties such as answering phones, providing information to the public, reviewing and processing documents, word processing, routine fiscal tasks, etc. Prior experience using Microsoft Word and Excel is required. Ability to type a minimum of 50 WPM desired.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Job Code: 46210

Salary Range: N18

Representation Unit: Non-Represented

Last Updated: 9/15/09