

ADMINISTRATIVE SECRETARY II



Description:

Under general direction, this classification performs a variety of complex secretarial work of an administrative nature in support of one or more professional or management positions. Gathers and evaluates data for administrative use, maintains a variety of records, and explains policies and procedures to the public served.

Distinguishing Characteristics:

Positions in this class are characterized by having the responsibility to oversee all clerical support functions of a department office, as well as perform more complex secretarial duties. Some positions may supervise subordinate clerical staff.

This class is distinguished from the Administrative Secretary I position by its advisory role to management, and scope of responsibility and requirements to exercise greater independence in acting for their supervisors.

Duties may include, but are not limited to:

1. Answers inquiries requiring some interpretation and application of district policies and procedures; provides assistance and resolution to problems in the absence of the District Manager/Chief.
2. Screens mail, calls and visitors to determine the nature and urgency of the contact. Resolves questions without referral to management whenever possible.
3. Composes correspondence, reports or memoranda following general instructions.
4. Types letters, reports, memos and minutes from draft.
5. Assists in the completion of various projects, including researching and arranging data.
6. Establishes and maintains logs, files and records.
7. Monitors financial records and district budgets; provides notice and information when accounts need special attention.
8. Posts financial transactions in account, journals and ledgers.
9. Assigns and distributes work to district employees.
10. Audits and processes bills for payment; prepares purchase, expense and travel documents.
11. Explains or interprets departmental policies to employees or public.
12. Researches information for supervisor's administrative decisions.
13. Schedules meetings and conferences; prepares material and agendas.

14. Audits and processes bills for payment.
15. May supervisors a small clerical staff; assigns, evaluates and reviews work; participates in hiring and disciplinary matters.
16. Provides vacation or temporary relief as required.
17. Performs related duties as required.

Typical Qualifications:

One year of **secretarial** experience in support of specified professional or administrative positions, which included experience in calendaring, scheduling meetings, composing correspondence, maintaining files and records, preparing agendas, and taking and transcribing minutes.

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: 44801

Salary Range: N21

Representation Unit: Non-Represented

Last Updated: 9/15/09