

## **SECRETARY TO MAYOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility to serve as an administrative secretary to the Mayor, relieving the Mayor of administrative and business detail and resolving day to day operational problems. This work also involves responsibility for performing difficult and complex secretarial tasks. The work can be characterized as involving responsible secretarial tasks requiring a high degree of mature judgment and knowledge of program policies and procedures. Work is performed in accordance with general instructions received from a superior with considerable leeway for independent decisions in carrying out assignments. Supervision is not a responsibility of the position. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Acts as personal secretary to the Mayor, which includes the composition of letters in response to routine inquiries for information, answering routine questions from the general public, and other related office duties;

Performs tasks regarding the more confidential aspects of the Mayor's work including composing confidential correspondences and maintaining confidential records;

Schedules and arranges meetings, conferences and appointments relative to confidential matters;

Designs, sets up and maintains files of correspondence, documents and records related to the activities of the agency;

Screens callers or visitors to determine the nature of the inquiry, answers questions on established policy and procedure and/or refers to appropriate party or office;

Prepares reports using statistical and narrative information;

Prepares correspondence, memoranda, reports, minutes of meetings and contracts using a personal computer;

Opens, reviews, sorts and prioritizes incoming mail, researches and attaches appropriate background material to correspondence;

Orders office supplies and maintains inventory of supplies and equipment;

Operates a personal computer, peripheral equipment and other related office machines.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of secretarial practices;

Thorough knowledge of modern office terminology, procedures, equipment and  
business English;

Good knowledge of the organization, functions policies and regulations, and terminology  
of the Mayor's office;

Ability to handle administrative details independently including the composition of  
letters, memoranda and reports;

Ability to maintain record systems and prepare written or statistical reports;

Ability to understand and interpret written material;

Ability to summarize information in both narrative and numerical form;

Ability to operate a personal computer and utilize common office software programs  
including word processing, spreadsheets and databases at an acceptable rate of  
speed;

Ability to express oneself clearly and concisely both orally and in writing;

Ability to establish and maintain cooperative relations with the public and other  
governmental and private agencies;

Initiative and resourcefulness;

Tact and courtesy;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

This position is in the exempt class. The minimum qualifications are to be determined by the appointing authority at the time of appointment.