



City of Casa Grande

Secretary

GENERAL PURPOSE: Under general supervision, performs a wide variety of secretarial work and public contact for an assigned Department; employee may apply some independent judgment based on knowledge gained through experience in the performance of responsible duties.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Composes correspondence in accordance with standard policies; answers the telephone, interviews and screens callers; responds to inquiries and explains policies and procedures; arranges appointments; maintains office files.
- Reviews and checks documents, records and related forms for accuracy, completeness and conformance to applicable rules and regulations; processes documents and applications.
- Coordinates and maintains department travel and payroll; assists with purchasing, personnel, records, shipping, and other administrative and clerical activities.
- Prepares, types, and proofreads correspondence, technical documents, forms, records, and reports as assigned.
- Collects and compiles statistical and financial data and other information for inclusion into special and periodic reports.
- Acts as secretary to City boards or commissions, recording and transcribing the proceedings of the meetings.
- Enters data into computer systems; processes transactions, compiles documentation, and generates reports.
- Responds to requests for information within scope of authority.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

JOB DESCRIPTION
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MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, and two (2) year's clerical and computer experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of administrative regulations, policies and procedures.
- Knowledge of the principles of record keeping and records management.

- Skill in reading, understanding and applying Department policies and procedures.
- Skill in data entry and mathematical calculations.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective oral and written communication.

Special Requirements: None.

Physical Demands / Work Environment: Standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.