

SECRETARY, 1116
SENIOR CLERK STENOGRAPHER, 1323

Summary of Duties: Performs difficult clerical work of a responsible nature requiring the use of independent judgment and a good knowledge of the functions of the organizational unit in which the position is located; may perform secretarial duties for the head of a division or large section; may take and transcribe dictation as an essential duty; may supervise clerical employees; and does related work.

Distinguishing Features: Employees of these classes have regular contact with the public and other employees under circumstances requiring a thorough knowledge of departmental and Citywide activities, policies, procedures, and sources of information. The work of these employees is assigned in general terms and reviewed for results attained.

A Secretary differs from a Senior Clerk Stenographer in that the latter performs general office clerical work, including taking and transcribing dictation, but does not generally perform secretarial duties for the head of a division or large section. Additionally, a Senior Clerk Stenographer will generally supervise a group of clerical employees while a Secretary will not normally be assigned to supervise others.

Examples of Duties: Secretary: Serves as secretary to the head of a division or large section; performs receptionist duties; interprets general policies concerning the type of information which may be given; furnishes callers with information about departmental functions, procedures and activities; maintains appointment calendar and arranges for appointments and meetings; may take and transcribe dictation of letters, reports and memoranda, some of which may be confidential; takes minutes of meetings and conferences; composes routine correspondence; may sign routine forms and correspondence for supervisor; reads and routes incoming correspondence; follows up on assignments made to employees of the division and advises supervisor of actions taken; maintains files of records and reports; searches for special information; composes and types letters, reports and correspondence; may establish tracking systems for work programs;

In addition to the above secretarial duties, may coordinate or oversee the work of other clerical employees; may assist in the training of other clerical employees; may coordinate work and time schedules to assure that work is done expeditiously and that established time schedules are met; may coordinate vacations and time off, subject to approval of supervisor; may proofread and review the quality of work done by others; may operate work processing text editing equipment, remote data entry and recall system or other devices with a standard typewriter keyboard and may use such equipment to create, archive, and maintain documents and files;

Senior Clerk Stenographer: Performs difficult clerical work of a responsible nature requiring frequent exercise of independent judgment; takes and transcribes dictation of letters, reports, articles, speeches,

and memoranda; furnishes information regarding functions, procedures, and policies of the department, the status of projects, and legal provisions and requirements; gathers information from a variety of sources including computer printouts; summarizes and interprets data when required and prepares reports; establishes filing classifications; makes exhaustive file searches for information not readily available; updates files and organizes files for record retention storage; operates office machines and equipment including word processing text editing equipment, remote data entry and recall system or other devices; performs necessary arithmetic calculations; supervises, evaluates, trains, and works with a small group of clerical employees engaged in such work as preparing and maintaining payroll and personnel records and reports, preparing labor and material cost distributions, and maintaining complicated filing systems; reads incoming correspondence, answers inquiries that do not require the attention of supervisors, and refers other communications to the proper person; determines the purpose of visitors' calls and makes appointments with a supervisor or directs callers to other employees or offices; makes telephone calls to arrange for meetings and to obtain information needed by the supervisor; and may maintain inventory of office supplies and supervises stockroom.

Both classes may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of modern office practices including filing, indexing and cross referencing methods; a good knowledge of correct punctuation, spelling, grammatical usage and vocabulary for business correspondence; a good knowledge of the functions of City departments, activities, policies, and procedures, and sources of information; a good knowledge of safety principles and practices; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a working knowledge of commonly used office machines and equipment, together with some skill in their operation; a general knowledge of the operation of word processing text editing equipment and remote data entry and recall systems; a general knowledge of the City Charter, Administrative Code, City personnel rules, policies and procedures; ability to learn rapidly, to apply specific laws, ordinances, office policies, regulations, and procedures and to explain these to other employees and the public; a general knowledge of memoranda of understanding as they apply to subordinate personnel; ability to deal tactfully and effectively with the public and other City employees; ability to perform complex clerical work and to make arithmetical computations; ability to compose routine business letters and office reports; ability to make difficult file searches and secure information; and initiative in organizing work and completing assigned tasks.

Ability to type at a speed and level of accuracy within acceptable City standards is required. Ability to take and transcribe dictation is required for Senior Clerk Stenographer, and may be required for Secretary.

One year of full-time paid office clerical experience at the level of Clerk Typist is required for Secretary. One year of full-time paid experience as a Clerk Stenographer is required for Senior Clerk Stenographer.

License: A valid California driver's license may be required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.