

CITY OF FREMONT

An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title: Secretary I	Position Title: Secretary I
Class Number:	Employee Name:
Dept./Division: Engineer/Zoning	Civil Service Status: Classified
Reports To: Engineer/Zoning Inspector	Employment Status: Full-time
Pay:	FLSA Status: Non-exempt

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Completion of secondary education supplemented by additional coursework or experience in shorthand, typing and business practices.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Telephone, typewriter, calculator, facsimile machine, computer, printer, dictation equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

For purposes of O.R.C. 4167.

The employee: is exposed to chemicals commonly found in an office environment (e.g., ink, toner, correction fluid, etc.); may be exposed to upset or hostile members of the public.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Screens telephone calls and incoming mail; answers complaints; makes appointments for administration; notifies administration of appointments made or other matters of importance.
2. Prepares replies to correspondence from brief dictated notes or on own initiative; takes and transcribes difficult dictated material; prepares correspondence, interoffice forms, requisitions and related papers.
3. Files office correspondence and records; collects and compiles information on miscellaneous projects.
4. Types complex statistical and other reports; prepares requisitions, vouchers, budget forms and other data; issues various permits and licenses.
5. Demonstrates regular and predictable attendance.
6. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends meetings, seminars and training sessions.
2. Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment).

Knowledge of: modern office practices and procedures; business English, spelling, commercial arithmetic; City government operations; records preparation and management.

Skill in: transcribing dictation; operation and care of office equipment; typing; word processing.

Ability to: communicate effectively; maintain effective working relations with other employees and the general public; work with considerable independence; apply principles to solve practical, everyday problems; prepare accurate documentation; understand a variety of written and verbal communications;

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maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)