

POSITION DESCRIPTION

Employee Name:	Position Title: Secretary II
Class Number:	Class Title: Secretary
Dept.: Administration	Employment Status: Full-time
Reports to: Safety Service Director	FLSA Status: Non-exempt
	Civil Service Status: Unclassified (O.R.C. 124.11(A)(8))

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); two (2) or more years of related experience and/or training preferred; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid State of Ohio driver's license and must remain insurable under the City's vehicle insurance policy. Notary preferred.

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

Calculator, computer, computer software (SSI, Microsoft Office Fund Balance, and other applicable computer software programs), fax machine, copier, scanner, telephone, postage machine, other standard modern business office equipment, and motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

- (1) Answers telephone in courteous and professional manner, responds to questions or refers to other staff for assistance, directs calls, and takes messages; checks voicemail system and retrieves and transmits messages as necessary; greets and screens persons entering the Administration office area in courteous and professional manner; receives complaints from the public and resolves the complaint with authority or directs the complaint to the appropriate person; receives, sorts, and distributes mail; schedules appointments for administration using Google calendar; notifies administration of appointments made or other matters of importance.
- (2) Serves as secretary on various committees in the community as assigned (e.g., attends meetings of the committees; prepares agendas and makes arrangements for committees; records minutes; compiles, transcribes, and distributes minutes of meetings; etc.); serves as HR and time keeping system representative from Administration; operates copy machine to reproduce documents as assigned; composes, types, proofreads, and distributes correspondence, interoffice forms, and related documents in an accurate and timely manner within applicable formatting standards established for

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the document; uses computers and computer systems (including hardware and software) to set up functions, enter data, and/or process information (e.g., uses Microsoft Outlook to send and receive electronic mail as necessary; uses Microsoft Excel to develop and maintain spreadsheets as necessary; uses Microsoft Word to create and revise documents as necessary; etc.).

- (3) Files office correspondence and records (e.g., maintains City financial data and City personnel related documentation; etc.); collects and compiles information on miscellaneous projects (e.g., collects information regarding assets to be sold, posts information regarding sellable assets, assists department heads with GovDeals postings and posts on GovDeals as directed.
- (4) Types complex statistical and other reports; prepares requisitions, vouchers, budget forms and other data (e.g., codes bills for input into Fund Balance software according to City procedures; prepares and sends itemized statements, bills, or invoices and records amounts due for items purchased or services rendered; reviews all invoices for appropriate documentation and matches with shipping/receiving documents; researches and resolves discrepancies as needed; etc.); accepts money for bid plans; assists with wedding vows; drafts and records CHIP mortgage releases.
- (5) Assists with City of Fremont Facebook and Instagram social media accounts; assists with updating and maintaining information on the City's website as directed; assists with the application process for permits and licenses issued by Administration.
- (6) Maintains required licensure and certification.
- (7) Demonstrates regular and predictable attendance.
- (8) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

- (1) Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: Bookkeeping; office practices and procedures; *City/department goals and objectives; *City/department policies and procedures; *workplace safety practices and procedures; *personnel rules and regulations; public relations; records preparation and management; office management; local geographical area; English grammar and spelling; office equipment operation; purchasing.

Skill in: Typing; data entry; word processing; computer operation; telephone console operation; calculator operation; use of modern office equipment.

Ability to: Carry out instructions in written, oral, or picture form; deal with variables and determine specific action; exercise independent judgment and discretion; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; copy records precisely without error; complete routine forms; prepare

Date Adopted _____

Developed by:

Date Revised _____

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routine correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

None.

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 (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Date Adopted _____

Developed by:

Date Revised _____

Clemans, Nelson & Associates, Inc.