

**POSITION TITLE:** SECRETARY  
**DEPARTMENT:** VARIED

**CITY OF  
 BOWLING GREEN**

**REPORTING RELATIONSHIPS**

Varied

**POSITION REPORTS TO** \_\_\_\_\_

**DIRECT REPORTS BY TITLE:** \_\_\_\_\_

None

**DIRECT:** 0

**INDIRECT:** 0

**POSITION FUNCTION**

This position is responsible for providing overall administrative assistance and support to key City organizations and departments.

**JOB RESPONSIBILITIES**

Screens visitors, telephone calls, faxes, mail and messages directed to the City personnel. Provides information or directs requests to appropriate department or City personnel.

Transcribes correspondence, memos, reports of a confidential or legally significant nature, from shorthand notes or dictation equipment.

Maintains appointment schedules, arranges routine and special meetings and schedules travel and conference arrangements for selected City personnel.

Copies and distributes a variety of written materials as requested by the supervisor.

Schedules various City facilities for both employee and citizen meetings.

Composes and edits correspondence in reply to routine inquiries and proofreads final preparation of written material.

Maintains and orders supplies for various office machines for City Department use.

Establishes and maintains departmental filing system.

Performs and documents cash transactions

Performs other related duties as assigned

**PHYSICAL REQUIREMENTS**

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less and lift up to 25 pounds.

## REQUIRED SKILL SETS

### *Occupational/Technical Skills*

Ability to use spreadsheet, database, word processing and selected job-specific software

### *Administrative Skills*

Ability to analyze and resolve situations and problems

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to set goals and develop strategies and schedules for meeting them

Ability to use techniques of effective time management

Ability to handle multiple priorities and projects

Ability to process paperwork effectively

Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

Knowledge of filing methods and records management techniques

Knowledge of modern office equipment

### *Cognitive Skills*

Ability to deal with a variety of concrete variables in situations where significant standardization exists

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to make timely, sound decisions

Knowledge of methods and techniques of research

Ability to perform standard business arithmetic, including percentages and decimals

Ability to apply mathematical concepts such as ratios, proportions, probability factors and statistical inference

Ability to draw accurate conclusions from financial and numerical material

Ability to research, compile and summarize a variety of informational and statistical data and materials

Knowledge of basic budgetary principles and practices

Ability to develop original, unusual, successful approaches

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

### *Communications Skills*

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to speak effectively before groups and to respond to questions

Ability to deliver effective presentations

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to use appropriate style, format, and tone in informal and formal business communications

Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary

Ability to prepare clear and concise reports, correspondence and other written materials

### *Interpersonal Skills*

Ability to use tact and discretion

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

Ability to arrive at constructive solutions while maintaining positive working relationships

## DESCRIPTION OF WORKING CONDITIONS

Work is typically performed in an office setting and is subject to pressure from deadlines.

## EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Two year associate degree or equivalent; three to five years progressive experience including senior level administration and clerical support; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.