

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Administrative Secretary (Confidential)

Pay Class: 27 Basic

FLSA Non-Exempt

DEFINITION

Under general supervision of the Assigned Department Head, performs responsible and confidential secretarial duties for the assigned department; relieves departmental personnel of a variety of administrative and clerical duties. This position is designated “confidential” due to access to/knowledge of confidential matters; and performs other tasks as assigned.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Answers the telephone, takes accurate messages and greets the public. Responds to routine inquiries.
- Schedules appointments and maintains calendars for the Department Head and other assigned personnel.
- Performs a variety of clerical tasks to include verifying invoices and preparing purchase orders, maintaining office supplies, preparing forms, memoranda, correspondence and reports, filing of confidential documents and data entry. Processes, sorts and distributes incoming and outgoing mail. Assists in locating files and information resolving discrepancies with projects and helps with the gathering of data for inspection reports and investigations.
- May prepare and post meeting agendas.
- Determines the needs of customers and assesses the scope of their projects, answers questions and provides information, forms, applications and other material. Assists in filling out forms, supplying information concerning fees, permits, legal requirements, procedures and services provided by the City.
- Assists in locating permit and parcel information.
- May process zoning and building permit applications and issue permits.
- May prepare Staff Reports for meeting agendas.
- Assists with maintaining the assigned department’s sections of the City’s website.
- Maintains department training and certification records.

- Assists with tracking departmental budget and monitoring grants and specially funded programs.
- Maintains project binders.
- Operates a variety of office machines and computer using various software programs. Utilizes radio equipment to communicate with field staff.
- Coordinates special events and conducts special studies.
- Types a variety of materials, including agreements, technical memoranda, resolutions, and ordinances.
- Keeps Municipal Code updated.
- Prepares and transmits monthly reports to appropriate State and Federal agencies.
- Maintains files and reports.
- Performs other related administrative and clerical as required.

MINIMUM QUALIFICATIONS

NOTE: *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Education: Equivalent to completion of the twelfth grade. Additional coursework in office management, business writing, or a related field desired.

Experience: Five (5) years of increasingly responsible administrative or secretarial experience involving frequent contact with the public. Some experience in municipal government is preferred.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must be a U.S. citizen or permanent resident alien; pass a thorough background investigation with no disqualifying criminal history; and a physical examination with a drug test.

NOTE: *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

Knowledge of: WordPerfect, Excel, and Harvard Graphics software packages; office practices and procedures, including business correspondence, filing, and office equipment operation; basic functions and organization of municipal government; statistical recordkeeping methods; correct English grammar, spelling, and punctuation; demonstrated background in word processing.

Skill and Ability to: Perform detailed, difficult and responsible clerical and secretarial work; type at a minimum speed of 55 net words per minute; use good judgment and make sound decisions in

accordance with established procedures and policies. Prepare reports and compose correspondence independently; operate a Dictaphone; exercise a considerable degree of initiative, tact, and mature judgment in performing a variety of secretarial duties for the Assistant City Manager and departmental staff; communicate effectively verbally and in writing; maintain accurate records; use standard office equipment, calculators, personal computers, and various software. Work under tight deadlines; effectively prioritize and manage time; successfully multi-task and keep organized; follow direction; maintain strict confidentiality and unquestionable integrity; and have excellent attendance and be punctual. Interact courteously, patiently and effectively with the City Council, City Manager, staff, intergovernmental agencies, and the public.

ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

Ability to work in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print, and personal computer video screen; sitting for extended periods of time; occasional walking to other offices and standing for brief periods. Bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer; typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment, be flexible and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing.

Approved by: Marissa Trejo 7/23/24
Marissa Trejo, City Manager Date