

## ADMINISTRATIVE SECRETARY, 1327

Summary of Duties: Performs highly responsible secretarial and stenographic work in the Office of the Mayor or for a member of the City Council; and does related work.

Distinquished Features: The class of Administrative Secretary is distinguished by the responsibility for public relations and the high requirements for tact, discretion, and independent judgment in answering questions, assisting the public, and replying to correspondence in the Office of the Mayor or for a member of the City Council. Much of the information handled is confidential, and serious consequences may result from its improper disclosure. Successful performance of the work requires an extensive knowledge of City organization and the functions of the various departments. Normal work routine is handled independently and usually without review.

Examples of Duties: Performs a variety of public relations assignments; interviews and directs office callers and exercises considerable discretion and independent judgment in answering callers' questions; clips, indexes, and files newspaper items of interest to the office; reviews and routes correspondence;

Takes and transcribes dictation; answers correspondence on own initiative from verbal instructions or penciled notations; makes exhaustive searches of records and files and applies appropriate information to each case; acts as secretary to the Mayor's assistants or councilmanic staff; may exercise supervision over other office clerical personnel; and may be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of office, clerical and record keeping practices and procedures; a good knowledge of grammatical usage and punctuation for business correspondence, together with a good vocabulary; a good knowledge of the City government and the functions of City departments; a good knowledge of the functions and services of other governmental and public agencies in the metropolitan area; a good knowledge of the principles of supervision; 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 general knowledge of City personnel rules, policies and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to take dictation with at least 90% accuracy at the rate of at least 90 words per minute; the ability to deal tactfully and effectively with public officials, City employees, and the public; the ability to compose letters; the ability to obtain and give accurate information; and the ability to understand instructions and organize and complete assigned tasks without close supervision.

Two years of experience as a Senior Clerk Stenographer or in a class which is at least at that level and which provides experience in stenographic office clerical work is required for Administrative Secretary.

Physical Requirements: Strength to perform average lifting up to 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight. Persons with handicaps may be capable of performing the duties of some of the positions in this class. Such determination must be made by the medical examiner on an individual basis.

As provide in Civil Service 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 the duties and responsibilities of any position shall be.