

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

10/03/97

TRANSIT SECRETARY, 6400

Summary of Duties: Provides secretarial and administrative support to Transit staff and/or Transit management, and does related work.

Example of Duties:

- Composes, edits, and produces memos, reports, and other correspondence, including confidential material, from transcription and handwritten sources;
- Screens and responds to telephone calls and visitors, providing information and resolving problems;
- Sets up meetings including notifying and confirming participants, locating and reserving sites, setting up rooms, and providing support materials;
- Develops and maintains filing systems, records, and logs, including computerized database files;
- Maintains supervisor's daily calendar including appointments and travel arrangements;
- Orders and keeps inventory of office supplies;
- Processes purchase requisitions;
- Sorts and distributes incoming mail;
- Coordinates general office activities and administrative support projects and follows up on pending items;
- May be required to take and transcribe dictation;
- Operates various office equipment;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

- General office practices and procedures;
- Proper telephone etiquette;
- Personal computer business software applications;
- English usage, correct grammar, punctuation, and spelling;
- Transit Group policies and procedures.

Ability to:

- Perform secretarial work;
- Operate computers and general office equipment;

- Communicate effectively orally and in writing;
- Handle highly confidential information;
- Meet tight time constraints and deadlines;
- Take initiative and work independently;
- Establish and adjust priorities;
- Format letters, memos;
- Create and maintain filing and record keeping systems;
- Interact effectively with various levels of employees and outside representatives;
- Proofread work and correct errors;
- Type at a speed and level of accuracy within acceptable City Standards.

Requirements: Current employment as a Secretary with the Los Angeles County Metropolitan Transit Authority.

License: A valid California driver's license may be required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission 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 all of the duties, responsibilities, and required qualifications of any position shall be.