

MAJOR FUNCTION

This is varied and responsible secretarial and administrative work as the assistant to a division or department director. A Secretary IV performs a variety of secretarial, clerical, and administrative duties requiring an extensive working knowledge of the organization and program(s) under the supervisor's jurisdiction. Work involves performing functions that are varied in subject matter and level of difficulty and range from performance of standardized clerical assignments to performance of administrative duties that would otherwise require the administrator's personal attention. Work also includes relieving the supervisor of administrative details and office management functions. Work is performed under the general supervision of the department or division head.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Serves as personal assistant to a department or division director by planning, initiating, and carrying to completion clerical, secretarial, and administrative activities. May take and transcribe dictation varying from simple correspondence to legal, engineering, minutes or other technical subject matter. Attends conferences to take notes, or is briefed on meetings in order to know what amendments were made and what developments have occurred in matters that concern the supervisor. Makes arrangements for conferences, informs participants of topics to be discussed, and may provide them with background information. Assists in maintaining and coordinates the preparation of the work unit's budgets. Examines budget, personnel and purchasing documents to insure that they comply with City regulations. Receives and routes telephone calls, answering questions which may involve the interpretation of policies and procedures. Greets, announces, and routes visitors. Maintains complex filing system, and handles confidential information. Performs related work as required.

Other Important Duties

May make assignments to and review the work of subordinate clerical staff. Assists other administrative support staff as needed. Attends training and developmental opportunities. Ensures that general informational material is posted and/or routed to unit staff as necessary. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the organization, operations, governing laws, and regulations of the City. Thorough knowledge of modern business English. Considerable knowledge of modern business practices, procedures, and equipment. Ability to analyze facts and exercise judgment, arriving at valid conclusions. Ability to understand and interpret complex oral and written instructions. Ability to maintain confidentiality when processing documents of a sensitive nature. Ability to operate standard office machines including computers and associated programs and applications necessary for successful job performance. Ability to express ideas clearly and concisely orally and in writing.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate, and three years of secretarial and/or office clerical experience. A Certified Professional Secretary Certificate may be substituted for the required experience. Successfully completed studies beyond the high school level may be substituted at the rate of 30 semester hours or 720 classroom hours on a year-for-year basis for up to a maximum of one year of the required experience.

Necessary Special Requirements

Ability to type at the rate of 35 correct words a minute.

Ability to take and transcribe dictation at the rate of 80 words a minute is required for designated positions allocated to this class.

In accordance with FAR 107.11 (f), employees assigned to the airport must successfully complete a security and personal background check prior to employment.

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment for any of the designated positions allocated to this class.

An employee assigned to the Purdom Power Plant, or who may be occasionally required to have unescorted access to the Port Facility portion of the Purdom Power Plant, (as determined by the General Manager-Electric and/or the Director of such employee's department), must obtain Transportation Workers Identification Credentials (TWIC) within 90-days of employment, and must maintain such credentials throughout his/her period of employment in that capacity, as a condition of continued employment.

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02-04-99
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