

Class Code: 587  
City of Anaheim  
Class Specification

Classification:  
EXECUTIVE SECRETARY

DEFINITION:

Under minimal supervision, provides highly skilled and responsible secretarial and administrative support to an Executive Manager or Public Utilities Assistant General Manager handling routine administrative details and coordination of day to day office operations.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Acts as a receptionist for the Department Director and senior management, taking and directing calls to the appropriate personnel, responding to calls, screening inquiries, taking messages, scheduling appointments and answering questions requiring a thorough understanding of policies and procedures.

Types forms, schedules, reports, lists, general correspondence, manuscripts, charts, graphs, contracts and statistics.

Composes routine and non-routine correspondence requiring use of independence and judgment based upon knowledge of the functions and procedures of the unit, for review by the supervisor; coordinates flow of correspondence and other material; processes confidential information.

Compiles and analyzes information for a variety of narrative and statistical reports; locates sources of information, devises forms to serve data and determines proper format for finished report, using interpretative judgment as to content. Prepares reports and routine staff reports from conducted research.

Receives, opens, date stamps and screens mail, arranging in priority order, assembling background information and distributing to appropriate personnel, and processes outgoing mail.

Relieves executive of administrative details, such as arranging meetings, contacting others to obtain or transmit information, compiling information for supervisor's use and interpreting policies, rules and practices to other employees, the public and other jurisdictions.

Maintains Executive and Senior Management's calendar of appointments, using judgment in scheduling appointments and determining priorities.

Operates a variety of office equipment, such as a typewriter, calculator, word processor, CRT, microcomputer and printer.

Operates word processor and/or CRT to enter and edit a variety of data using numerous programs and formats and devising formats for specialized purposes.

May take dictation of letters, memoranda and reports using shorthand notes and dictation/transcription equipment.

Transcribes minutes of meetings for boards and commissions using discretion as to the contents. Distributes minutes as appropriate.

Proofreads materials for clerical accuracy and spelling.

Compiles all required information and types agendas, attends meetings and takes stenographic minutes of business conducted and composes minutes.

Completes special projects and assignments exercising independent judgement.

May be responsible for staff payroll, to include input of, reconciliation and distribution of paychecks.

Develops filing systems for record storage and retrieval.

Uses discretion in planning itineraries and making travel arrangements.

EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

Maintains personnel files of unit staff.

May provide direct or technical supervision over other clerical and/or part-time employees.

Maintains records of the unit concerning purchases, budget accounts and inventory and requisitions office supplies.

Maintains records of staff attendance and absences, compiling and submitting periodic reports for payroll purposes.

Designs office forms, charts and graphs.

Researches information requiring interpretive judgment and tallies and compiles information for reports.

Inputs data into various automated systems, such as payroll, budget and business tax; verifies and balances accuracy.

Performs other job-related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Performing extensive, responsible administrative secretarial and clerical work.

Knowledge of: Comprehensive knowledge of business English, spelling, grammar, syntax and punctuation; business math; basic principles of supervision and training; record keeping methods; principles and methods of business correspondence; business telephone etiquette; general operation and practices of an administrative office; general methods of budget preparation and financial record keeping; modern supervisory practices and principles.

Skill in: Typing at a net corrected speed of 50 words per minute; taking dictation at a speed of 90 words per minute (see NOTES Section).

Ability to: Read, understand and apply complex materials; proofread and detect errors in typing, spelling, grammar, syntax and punctuation; maintain and modify filing systems; establish record keeping systems; compose effective correspondence; receive confidential information and maintain confidentiality; perform difficult clerical work; plan and organize work to meet deadlines; plan and carry-out difficult secretarial assignments; represent the department using good judgment, poise, tact and diplomacy; may assign and review the work of others, train and/or orientate other clerical employees; establish and maintain effective relationships with those contacted in the course of work.

NOTE: Positions in this class perform difficult secretarial assignments for an Executive Manager or Public Utilities Assistant General Manager. Positions in the class of Executive Secretary are differentiated from positions in the class of Administrative Assistant by the emphasis of the Executive Secretary assignment on performing secretarial duties, the more limited use of independent judgment and the lesser involvement in technical work of the executive served. Positions at the Administrative Assistant level consistently and predominately perform at a significant level of delegated responsibility and authority involving the technical aspects of the manager's functions. They have the delegated authority to make independent decisions and take independent action having significant city and organizational wide impact.

Shorthand skill at the designated speed is a pre-employment requirement of some positions. The shorthand requirement may be waived by the supervisor prior to conducting recruitment to fill a vacancy.

Supervision Exercised: Some positions in this class exercise supervision over other employees, making assignments, setting priorities, training and reviewing the work of subordinates.

Supervision Received: Works under technical supervision. Work in progress and completed work is reviewed periodically.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Planning Commission Assistant, Administrative Assistant or a related class.

Physical Requirements: None

License and/or Certifications Required: Self certification of the typing and shorthand requirements.

FLSA DESIGNATION: Non-Exempt

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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