



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: EXECUTIVE SECRETARY-HUMAN RESOURCES

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4011

PAY RANGE CODE: SEC1

REVISION DATE: 6/23/16

NATURE OF WORK:

This is responsible technical work in the performance of secretarial duties for the director of the Human Resources Department. Work involves performing varied clerical duties, requires knowledge of departmental policies and procedures, the ability to exercise independent judgment, the ability to complete assignments without supervision, the ability to take and transcribe meeting minutes, and the ability to supervise a number of subordinates.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Receives visitors and answers the telephone; responds to questions, provides information, and keeps the director apprised of these occurrences.

Reviews the director's mail and responds to those items for which authority has been delegated.

Arranges meetings for the director and maintains the director's appointment calendar.

Creates and maintains the director's filing system.

Composes routine and confidential correspondence and documents, processes forms and documents, and types the director's and division managers' correspondence.

Compiles materials and information at the director's request.

Scans and maintains pension records in an on-line filing system.

Acts as recording secretary to the Personnel Board, the Civilian Pension Board, and the Police and Fire Pension Board, distributing agendas and materials to the board members and others, and recording and transcribing minutes.

Attends Personnel Board, Civilian Pension Board, and Police and Fire Pension Board meetings to call roll, present documents and maintain a record of votes cast.

Posts meeting agendas and minutes from board meetings and other Human Resources Department documents onto the city website.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of modern office procedures and practices, including clerical and secretarial methods.

Knowledge of business English, spelling, grammar, and business mathematics.

Knowledge of departmental operations, functions, rules, and regulations.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Skill in taking notes or meeting minutes and transcribing them neatly and accurately from a Dictaphone.

Ability to compose correspondence, reports, and other documents.

Ability to exercise independent judgment in making decisions regarding departmental policies and procedures.

Ability to plan, distribute, and oversee the work of one or more subordinates.

Ability to understand written or oral instructions.

Ability to maintain confidential departmental records.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees, members of various boards, and members of the general public.

Ability to adhere to safety policies, procedures and guidelines.

Ability to speak effectively in order to call roll and present documents at the board meetings.

Ability to sit from 76 to 100% of the time; bend, stoop, and type from 26 to 50% of the time; and to reach, squat, kneel, stand, walk, and lift from 0 to 25% of the time.

Ability to use up to ten (10) pounds of force to move objects from 0 to 33% of the time and smaller objects from 34 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

Six (6) years of experience in secretarial work.

SPECIAL QUALIFICATIONS

Must pass a typing test with a net accuracy rate of at least sixty-five (65) words per minute with 90% accuracy at the time of application.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is primarily performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Telephone
Facsimile Machine
Telecommunications Device for the Deaf

Dictation Equipment
Printer
Scanner

Copier
Calculator

Previous Revision Date(s):

12/17/92
3/22/07