



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: SECRETARY TO THE CITY COUNCIL

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4001

PAY RANGE CODE: SEC2

REVISION DATE: 6/23/16

NATURE OF WORK:

This is responsible technical work in the performance of secretarial duties for the City Council staff and the elected council members. Work involves performing advanced secretarial and clerical tasks including composing and typing confidential correspondence, taking and transcribing dictation, responding to complaints and providing information. The employee in this classification exercises considerable independent judgment in the completion of assignments, with only unusual, complicated or special assignments being reviewed in detail. General supervision is received from an assigned supervisor.

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.)*

Composes confidential correspondence, invoices, tabulations, and other materials that may require independent action or discretion on problems encountered.

Takes and transcribes confidential dictation consisting of correspondence, reports, statistical data and other material.

Receives and reviews incoming mail to the Council President, establishes priorities, provides written responses or routes mail to the Council President for immediate action.

Receives visitors and answers the telephone, determines appropriate action, responds to complaints, answers questions and provides information according to the City Code and Charter.

Compiles, prepares, and distributes weekly schedules for individual council members.

Creates and maintains the Council Office filing system; researches files and provides background information to council members on specific issues.

Attends City of Omaha Cable Television Access Corporation meetings and serves as recording secretary to call roll, present documents and maintain a record of votes cast.

Coordinates meetings and agendas for Council members.

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 business English, spelling, punctuation, and grammar.

Knowledge of general office procedures, standard clerical techniques and office equipment.

Knowledge of the City Code and Charter, City organization and structure, departmental policies, rules, regulations, procedures, functions, and sources of information and ability to apply these to work problems.

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.

Ability to make decisions on the basis of policies, laws, and regulations.

Ability to compose letters, tabulations, memoranda and other documents, maintain and gather information and compile reports.

Ability to exercise good judgment, courtesy and tact in receiving callers and visitors.

Ability to communicate to answer questions and respond to complaints.

Ability to understand oral or written instructions.

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

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

Ability to communicate effectively, orally and in writing.

Ability to maintain confidential departmental records.

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

Ability to adhere to safety policies, procedures and guidelines.

Ability to type 76-100% of the time.

Ability to sit from 76 to 100% of the time; to stand and walk from 26 to 50% of the time; and reach, bend, stoop, push and pull up to 25% of the time.

Ability to move objects weighing up to ten (10) pounds 0 to 33% 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 equivalent

AND

Six (6) years of experience in secretarial work.

SPECIAL REQUIREMENTS:

Must pass a typing test with a net accuracy 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
Typewriter

Previous Revision Date(s):

5/27/93

9/26/13