



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: EXECUTIVE SECRETARY**

**BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 0030**

**PAY RANGE CODE: 11.1 MC REVISION DATE: 9/29/16**

## **NATURE OF WORK:**

This is responsible technical work in the performance of secretarial duties for the director of a City Department. Work involves performing varied clerical duties, requires knowledge of departmental procedures and policies, the ability to exercise considerable 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.)*

Takes and transcribes dictation for the director and minutes of board meetings, and independently composes and types correspondence, memoranda, and other documents.

Maintains the director's calendar.

Receives visitors and answers the telephone; responds to by ascertaining the nature of the inquiry; explains departmental policies or city ordinances, and relates these issues to the director.

Opens and date stamps the director's mail and maintains the director's filing system of correspondence and other documents.

Prepares and obtains signatures for documents; distributes meeting agendas, documents for City Council treatment, reports, bid specifications and contracts; and processes bids and contracts upon their return.

Depending upon the department or division to which an incumbent is assigned, may be responsible for the department's personnel and timekeeping processing, request for proposal (RFP) processing, or posting notices to the public website.

Depending upon the department or division to which an incumbent is assigned, may plan, distribute, and oversee the work of one or more subordinates.

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 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 (word processing, spreadsheets and databases) appropriate to the assigned tasks.

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

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, mobile, and electronic 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 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 years (6) 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	Dictation Equipment	Copier
Telephone	Printer	Calculator
Facsimile Machine	Scanner	Typewriter
Two-way Radio		
Telecommunications Device for the Deaf		

Previous Revision Date(s): 12/17/92  
9/20/01  
2/24/05  
6/27/13