



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: SECRETARY I

BARGAINING UNIT: [CIV BARGAINING](#)

CODE NUMBER: 5110

PAY RANGE CODE: [00135](#)

REVISION DATE: 9/29/16

NATURE OF WORK:

This is clerical level work to include taking and transcribing dictation, answering and relaying telephone messages, answering questions, maintaining filing systems, and reviewing invoices, work orders, vouchers, etc. Assignments require independent judgment based on knowledge gained through experience on the job that often involves interpretations of various regulations and procedures. Incumbent may also act as a lead worker to a small group of clerical workers.

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 consisting of correspondence, reports, memoranda, opinions, briefs, specifications, minutes, statements, and other material; takes dictation from professional personnel requiring some knowledge of technical terminology and procedures.

Types copy, rough drafts, correspondence, financial statements, bids, contracts, payroll-records, lists, cards, vouchers, and other materials that may require independent action or discretion on problems encountered.

Types, processes, and maintains a complex legal system of notices and minutes to include indexing documents, securing signatures, reviewing documents, and rejecting if incomplete.

Proofreads typed documents for accuracy, spelling, punctuation, and grammar.

Enters and retrieves computer data.

Answers telephone, takes detailed messages, and delivers messages to appropriate personnel. Greets and assists visitors.

Reviews invoices, vouchers, requisitions, forms, applications, work orders, etc., for completeness and accuracy and rejects if necessary; prepares billings, balances cash receipts and prepares daily report and deposit; maintains control ledgers and cost accounts; and prepares reports.

Gathers, sorts, and enters information regarding billings. Compiles and prepares monthly and annual reports.

Interviews visitors and callers; responds to complaints; receives applications; obtains required data to make necessary determinations and calculations; answers questions and explains procedures regarding permits, certificates, licenses, warrants, taxes, interest, assessments, penalties, billings, and other matters requiring independent judgment to interpret routine aspects of city ordinances and departmental policies and regulations; issues routine permits; collects fees.

Maintains complex filing system(s) to include creating files, filing, and retrieving documents.

Opens, sorts, and distributes mail.

Prepares and maintains time and attendance records.

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, grammar, and punctuation in order to proofread correspondence, reports, memoranda, etc.

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

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

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

Ability to quickly and accurately perform basic mathematical computations to include addition, subtraction, multiplication, and division.

Ability to proofread documents for spelling, punctuation, and grammar.

Ability to operate a typewriter, dictating machine, and other office equipment.

Ability to make decisions on the basis of policies, procedures, laws, and regulations and apply them to work problems.

Ability to understand written or verbal instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit and type 75 to 100% of the time.

Ability to move objects weighing up to ten (10) pounds up 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

One (1) year of experience in secretarial work

SPECIAL QUALIFICATIONS

Must pass a typing test with a net accuracy rate of forty-five (45) words per minute or better with 90% accuracy at time of application.

May be required to possess skill in shorthand. The necessity of this requirement is to be determined by the director of the department in which this classification is used.

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

Dictation Equipment
Printer
Scanner

Copier
Calculator
Typewriter

Previous Revision Date(s): 6/24/93
1/29/98
2/26/15