



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: SECRETARY II**

**BARGAINING UNIT:** [CIV BARGAINING](#)

**CODE NUMBER:** 5120

**PAY RANGE CODE:** [00140](#)

**REVISION DATE:** 9/29/16

## **NATURE OF WORK:**

This is advanced clerical work to include recording and transcribing dictation, typing various materials from rough copy, composing responses to routine inquiries, responding to questions and complaints, and maintaining various records. Incumbents must possess detailed knowledge of departmental practices and procedures and use independent judgment in defining and carrying out their work assignment. Assignments are received and completed with minimal direction from the supervisor. Incumbents may also act in a supervisory capacity over a small group of clerical employees.

**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, articles, reports, legal documents, specifications, minutes, or other materials; takes dictation from professional personnel requiring considerable knowledge of technical terminology and use of independent action or discretion on problems encountered.

Composes and types requests for information.

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

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

Interviews visitors and callers, independently answering complaints or questions relating to departmental operations; assists in filling out forms and applications; provides information on departmental services and functions; arranges appointments.

Opens, sorts, and distributes mail. Responds independently to routine requests and matters.

Performs supervisory duties to include scheduling, assigning work to, overseeing, and training other clerical employees.

Maintains and posts varied costs, financial, purchasing, deposits, bonds, inventory, court, statistical, property, employee, payroll, and other records. Enters and retrieves information using a computer.

Compiles reports, forms, data, and summaries, checking against a variety of records in order to secure complete and accurate information.

Acts as secretary for an advisory board to include preparing the agenda, taking minutes, composing minutes, distributing documents, and notifying 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 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 compose routine letters and memoranda.

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 plan, assign, instruct, coordinate, and review the work of a group of clerical employees.

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.

Ability to stand, walk, and sit 76 to 100% of the time; and reach, balance, bend, stoop, kneel, crouch, push, and pull 0 to 25% 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

Three (3) years of experience in secretarial work.

**SPECIAL QUALIFICATIONS**

Must pass a typing test with a net accuracy rate of fifty (50) words per minute or better with 90% accuracy at 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

Dictation Equipment  
Printer  
Scanner

Copier  
Calculator  
Typewriter

Previous Revision Date(s):

9/24/92

8/30/12