



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: SECRETARY III**

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

**CODE NUMBER:** 5130

**PAY RANGE CODE:** [00145](#)

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

## **NATURE OF WORK:**

This is advanced secretarial and general office work of a responsible nature. Work includes taking and transcribing dictation of an advanced and technical nature, maintaining the supervisor's calendar, coordinating meetings, independently composing responses to incoming mail, and preparing and distributing agendas for meetings. Incumbents may also have significant supervisory responsibilities over a 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.)*

Maintains calendar and coordinates meetings for supervisor. Prepares agendas and distributes to appropriate personnel.

Opens, sorts, and distributes incoming mail. Organizes supervisor's mail and composes replies independently. Routes mail not requiring supervisor's attention to appropriate personnel.

Interviews visitors and callers, independently answering complaints or questions relating to departmental operations; provides information on departmental services and functions; receives complaints. Composes and types responses to inquiries. When necessary, routes requests for information to appropriate personnel.

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

Composes and types letters, forms, correspondence, and other materials.

Provides final proof of typed documents for accuracy, spelling, punctuation, and grammar.

Enters and retrieves computer data.

Maintains records and vouchers, requisitions, and other financial and statistical information. Provides supervisor with reports as requested.

Maintains, revises, and updates an efficient filing system of office correspondence and records.

Gathers source materials for articles, speeches, and reports. Issues permits, certificates, and licenses.

Prepares complex clerical records and reports from a variety of materials involving knowledge of departmental practices and procedures and the use of difficult technical terminology.

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

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.

Knowledge of departmental policies, rules, regulations, procedures, functions, and sources of information.

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 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 analyze systems and implement solutions.

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 for 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 its equivalent

AND

Four (4) years of experience in secretarial work

**SPECIAL QUALIFICATIONS**

Must pass a typing test with a net accuracy rate of fifty-five (55) 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  
1/29/98  
9/27/12