
TEMPLE CITY CLASS SPECIFICATIONS

SECRETARY

DEFINITION

Under general supervision, performs a variety of responsible secretarial and administrative duties for various departments, and related duties as assigned.

EXAMPLE OF DUTIES

Performs extensive public contact work; may take and transcribe meeting minutes, sorts mail; may maintain a master calendar or a series of calendars; provides public information where judgment, knowledge and interpretation of policies, procedures and regulations are necessary; maintains files, databases and records related to the operation of the particular department assigned; and schedules appointments and meetings as may be necessary. May independently compose and type correspondence, forms and reports; provides specific information regarding department's services; may accept fees, verify and process cash receipts and prepare daily deposit.

DISTINGUISHING CHARACTERISTICS

Planning Secretary: Composes a large variety of correspondence independently including letters regarding Planning Commission action; screens public and personal visits and telephone calls; screens and sorts mail; gives information where judgment, knowledge and interpretation of policies, procedures and regulations are necessary; takes and transcribes dictation of letters, memoranda and reports; acts as the recording secretary for the Planning Commission and other committees as needed; works with the post office and utility companies regarding address splits and consolidation due to multi-unit changes; maintains files and records related to the operations of the office; schedules appointments and meetings as may be necessary. May independently gather and, analyze data, and prepare draft reports on planning matters. May also draft selected Council memos, resolutions and ordinances for department director review and approval. May assist in the Building Division by reviewing sewer maps for hook up data and providing permit processing and other information to the public. In absence of other planning staff, looks at plans and provides information related to set backs and related items; checks zoning maps for determining correct property use within a zone.

Public Services Secretary: The secretaries in the Public Services Department provide direct support to the Public Services Director, Public Safety Manager, Maintenance Supervisor, Code Enforcement Officers, Animal Control Officer, tree crew and the maintenance personnel and provide general support to law enforcement services, emergency services, parking administration, tree program and the City's Public Safety Volunteer Program. Composes a large variety of correspondence independently; effectively and courteously handles citizen requests and complaints; sorts mail; screens public and personal visits and telephone calls; takes meeting minutes (as required); drafts letters, memoranda, reports, resolutions, agreements, and ordinances for review and approval; gathers and analyzes data and prepares reports. Maintains files, databases and records relating to department operations. Receives and dispatches tree maintenance calls, animal control calls and maintenance calls for street lights, graffiti removal and other maintenance related requests; sends out letters, renewal notices, and issues dog licenses; issues annual, renewal, and temporary parking permits; handles cash transactions and balances cash register; generates invoice payments; handles data input for parking tickets issued by Sheriff's Department and City Staff/Volunteers, collects and records parking citation payments, obtains DMV ownership information, places vehicle registration holds, releases outstanding parking citations, handles citation contests and citation abstracts for the Department of Motor Vehicles; prepares program budgets for the Public Services Department; plans, organizes and handles special events including Arbor Days and Rabies Clinic, etc; and other duties as assigned.

Community Services Secretary: This position provides direct support to the Community Services Manager and Volunteer Coordinator and general support to the Recreation Supervisor and Park Coordinator. Composes a large variety of correspondence independently including letters regarding Parks and Recreation Commission action and follow up; screens public and personal visits and telephone calls; screens and sorts mail; provides information where judgment, knowledge and interpretation of policies, procedures and regulations are necessary, in particular in regards to park policies and regulations governing the use of the parks; acts as recording secretary for the Parks and Recreation Commission and other committees as needed. Maintains master calendar for the Community Room and Performing Arts Pavilion; register participants in various department programs, collect payments, verify and process cash receipts and prepare daily deposits; receive, review and process applications for Dial-a-Ride membership; issues bus passes and responds to inquiries and makes referrals to appropriate transportation services; process and files scholarship applications for CDBG compliance; maintains files and

records related to the operations of the office; schedules appointments and meetings as necessary. May draft Council memos, resolutions and ordinances for review and approval. Maintains inventory, orders and sells various City promotional items.

DESIRABLE QUALIFICATIONS

Knowledge of: software applications such as Microsoft Word, Excel, Access and PowerPoint.

Ability to: use a computer (and dictaphone if required); accurately type at 40-50 words per minute; communicate effectively and professionally with the public, employees and elected officials; work independently with a minimum of instruction; organize and streamline functions; perform multiple tasks; resolve conflicts.

Education and Experience: Education equivalent to the completion of high school, supplemented by business or college courses, and three years of responsible administrative, clerical, or secretarial experience. Local government or customer service experience is desirable.

OTHER QUALIFICATIONS

Ability to operate a computer, typewriter, cash register, calculator, telephone, dictaphone, copy machine, and learn various software programs.

Ability to understand and respond to the public and staff's requests for assistance both on the telephone and in person.

Ability to prepare narrative reports, perform mathematical calculations, and sort/file documents.

Ability to sit for up to two hours at a time.

Ability to see.

Ability to get from one location to another in the course of doing business.