

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Executive Secretary I

CLASS CODE: 1134

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification perform a variety of secretarial, clerical, and administrative support duties, some of which are confidential, for a city commissioner, deputy director, Board or executive Mayoral staff.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level secretarial classification in the General Clerical Series - Secretarial Group job family within the City of St. Louis. Incumbents in this classification perform routine to moderately complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include responsibility for performing secretarial and administrative support duties requiring independent judgment and discretion and considerable knowledge of city operations and department policies, procedures and activities. Employees in this class handle more confidential, highly sensitive matters and provide guidance and instruction to other clerical staff.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Receives, screens, and responds to correspondence and memos on behalf of the division head or Board; independently composes correspondence; types a wide variety of routine to moderately complex reports, letters, memoranda, contracts, agreements, specifications, personnel related documents, meeting minutes; may take dictation.

Maintains appointment calendar; schedules appointments and makes travel arrangements.

Screens calls and visitors; responds to complaints and requests or refers matters to appropriate city personnel; acts as an information source regarding department or Board operations, activities, policies, and procedures.

Receives, reviews, and processes payroll, purchase orders, payments, account transactions, travel requests, travel reimbursements, vouchers, and permits.

Prepares for meetings; collects and prepares meeting items; oversees agenda requests; prepares agendas, notices, and packets; distributes meeting materials and final agenda; may attend meetings and take meeting minutes; schedules meeting rooms.

Performs various accounting activities; monitors and maintains accounts; posts transactions; purchases office supplies and equipment; assists in the preparation of the office budget.

Compiles and assembles information for reports; types reports.

Opens and distributes mail.

Performs record (including personnel records) maintenance activities.

May represent the commissioner on committees, at special events, etc.; serves as liaison to other city departments.

May conduct special assignments as assigned.

Some positions may create graphs, charts, spreadsheets, and presentation materials using spreadsheet, database, and presentation software.

Performs other duties assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Human Interaction:

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers, other department personnel, executives, and the public, on how to apply policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer, typewriter, calculator, fax and copy machines, and other office machines, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as financial statements, reports, contracts, agreements, financial statements, policies and procedures, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and division; calculate decimals and percentages.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work.

Tasks may involve extended periods of visual concentration at a keyboard or workstation.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of colors, shapes, and sounds associated with job-related objects, materials and tasks.

EDUCATION AND EXPERIENCE STATEMENT:

Two (2) years of advanced secretarial and administrative support experience in an office environment. 30 hours of College coursework in Business Administration or a related field may substitute for one year of the required experience; or an equivalent combination of education, training and experience.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.