

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Secretary II

**CLASS CODE:** 1132

### GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification provide secretarial and clerical support to departments in the City of St. Louis.

### DISTINGUISHING CHARACTERISTICS:

This is a journey-level secretarial classification in the General Clerical Series - Secretarial Group job family within the City of St. Louis. Incumbents in this classification perform routine and non-routine duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include responsibility for performing general secretarial and clerical support duties requiring independent judgment and initiative at times, and considerable knowledge of the operating policies and procedures of the assigned section. While employees in this class may perform a variety of clerical duties, secretarial duties such as typing of correspondence, which constitutes a majority of the position's time.

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.

### 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.)***

Types a variety of routine and non-routine documents such as letters, memoranda, forms, contracts, agreements, specifications, requisitions, vouchers, notifications, reports, invoices, personnel related documents, etc.

Answers and directs calls; takes messages or refers callers to appropriate city personnel.

Processes travel reimbursements; makes basic calculations to verify amounts.

Opens and distributes mail; prepares mailings.

Performs customer service functions; responds to and resolves complaints or forwards to appropriate individual.

Performs clerical support duties such as filing, copying, and faxing information.

Compiles and assembles information for reports; types statistical reports.

Attends meetings and takes and transcribes dictation.

May perform routine accounting activities such as ordering office supplies and posting transactions.

May schedule meetings and make travel arrangements.

May carry out special projects as assigned.

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

May compose routine and non-routine correspondence.

Other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Data Utilization:**

Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.

#### **Human Interaction:**

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers, other city personnel, 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, copy and fax machines, and other office machines, and/or materials used in performing essential functions.

#### **Verbal Aptitude:**

Requires the ability to utilize a wide variety of reference and descriptive data and information such as policies, procedures, reports, contracts, requisitions, and correspondence.

#### **Mathematical Aptitude:**

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

#### **Functional Reasoning:**

Requires the ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties that may be subject to frequent change.

**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 similarities or differences between characteristics of colors, shapes, and sounds, associated with job-related objects, materials and tasks.

**EDUCATION AND EXPERIENCE STATEMENT:**

High school diploma or General Educational Development (G.E.D.) certificate; plus three (3) years of recent full-time paid secretarial/clerical experience. Secretarial/clerical or computer coursework may substitute for up to one (1) year of the required experience.

Must have skill in using word processing, spreadsheet, or database computer applications.

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.