

City of Oshkosh

POSITION DESCRIPTION

Position: **Secretary I**

Dept: City Clerk

Reports to: City Clerk

Date: February 27, 2008

POSITION SUMMARY

Responsible for clerical and secretarial duties, such as answering phones, receiving the public, transcribing various minutes and data processing, as well as extensive customer assistance duties. Also, responsible to acquire considerable detailed knowledge of departmental regulations and policies, and perform administrative tasks per delegation of supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develop and maintain office forms, procedures and assist with administrative tasks.
- Maintain agendas and supporting materials; transcribe minutes; prepare and distribute minutes and reports.
- Receive the public and answer questions; respond to inquiries from employees, citizens, industry and others and refer, when necessary, to appropriate persons.
- Maintain voter registration files and compliance with SVRS database.
- Maintain applications of incoming and outgoing absentee ballots on Excel spreadsheet.
- Search, revise and keep files up to date.
- Prepare and review various documents for accuracy and completeness.
- Compose and write letters for Supervisor.
- Create and maintain files; collect and record data of City Clerk activities and operations on a periodic basis.
- Issue various licenses, permits, certified copies, etc. as assigned.
- Answer central telephone system and maintain communications with staff.
- Screen visitors and schedule appointments
- Receive stamps and distribute incoming mail, process outgoing mail.

- Operate listed office machines as required.
- Perform other duties as assigned.

PERIPHERAL DUTIES

Compose type and edit correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness. Prepare and maintain employee timesheets and other personnel records for the department. Perform other related duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school or GED equivalent with specialized course work in general office practices and computers.
- Three (3) years of increasingly responsible related experience.
- Posses and maintain a valid Wisconsin Drivers license.
- Any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities to perform the duties of this position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough working knowledge of computers, including MS Excel, Word, PowerPoint, Outlook and Internet Explorer.
- Experience in modern office practices and procedures.
- Skill in operation of listed tools and equipment.
- Establish and maintain effective working relationships with industry, internal City operations and the general public.
- Ability to communicate effectively verbally and in writing.
- Ability to handle stressful situations.
- Ability to use SVRS and various Windows based software.
- Ability to transcribe minutes of various meetings.

TOOLS AND EQUIPMENT USED

- Phone, personal computer, copy machine, fax machine, 10-key calculator, typewriter and scanner.
- Service counter audio/video recording system.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands and finger, handle or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 37 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.