SECRETARY I
JOB DESCRIPTION

JOB TITLE: Secretary I	CLASSIFICATION: Office/Clerical	IMMEDIATE SUPERVISOR: Department Director or relevant Supervisor
PAY GRADE: 13	DEPT: Admin., Comm. Develop, & Recreation	STATUS: FT PT EXEMPT NON-EXEMPT BARG UNIT NON-BARG UNIT

JOB SUMMARY: Performs entry level secretarial and clerical assistance work in the office of a supervisor or department head; handles general office functions. Work is performed under the general supervision of a supervisor, assistant department head, or department head.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Types and proofreads correspondence, reports, minutes, agendas, other documents.
- Assists with researching and preparing reports, correspondence and charts.
- Arranges meetings, appointments, and conferences.
- Receives, screens, and routes phone calls, visitors and mail.
- Maintains records and files.
- Performs routine clerical duties, and assists other administrative office staff with purchase orders and coordinate some office functions with other departments.
- Implement Department Document Scanning Program
- Enters information into the AS400 for billing and or processing.
- Uses other program software specific to the department

OTHER DUTIES:
- Receive and resolve or refer citizen complaints or requests for service.
- Assist with department special events and projects.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:
Education and Experience:
- High school diploma or equivalent with course work in general office practices, typing, business math, and related subjects; and
- One year full time general clerical experience as a secretary including word processing and transcription; and
- Ability to type at least 30 words per minute (WPM); or
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Knowledge of modern office practices, procedures and equipment.
- Knowledge of business English, grammar, and basic math.
- Ability to prepare and compose letters and reports.
- Ability to make decisions based on department policy.
- Ability to establish and maintain effective working relationships with other employees, departments, government officials, and the public.
- Ability to learn the operating practices of municipal government.
- Ability to effectively communicate orally and in writing, and follow professional protocol.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one at time of hire. No more than two moving violations within the last 12 months; No more than six violation points within the last 24 months.

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 regularly required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds of dead weight with knees extended and bending from the waist down. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate the neck frequently, extend hands/arms overhead frequently, and turn fully from a fixed stance.

TOOLS & EQUIPMENT USED:

Electric typewriters, computers, electronic scanners, copiers, printers, calculators, transcribing machine, and other audiovisual equipment (such as TV/DVD/VCR for example).

ENVIRONMENTAL CONDITIONS:

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.

While performing the duties of this job, the employee rarely works in outside weather conditions, and is occasionally exposed to wet and/or humid conditions, toxic or caustic

chemicals, such as cleaning chemicals. The noise level in the work environment is generally quiet when in the office, but may be moderately noisy on busy days.

SELECTION GUIDELINES:
Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Village is a Drug Free Workplace and an Equal Opportunity Employer.

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.

JOB DESCRIPTION HISTORY:
Revised August 28, 2003
Revised October 21, 2008