EXECUTIVE SECRETARY
JOB DESCRIPTION

JOB TITLE: Executive Secretary	CLASSIFICATION: Office/Clerical	IMMEDIATE SUPERVISOR: Village Manager and Asst Village Manager
PAY GRADE: 126	DEPT: 1200 Administration	STATUS: FT PT EXEMPT NON-EXEMPT BARG UNIT NON-BARG UNIT

JOB SUMMARY: Performs executive level secretarial and clerical assistance work in the office of the Village Manager and Assistant Village Manager or other Department Head. Handles a variety of complex administrative projects for the Manager's Office and the Office of Mayor and Council.

SUPERVISION EXERCISED: May supervise subordinate clerical personnel, and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Greets visitors and handles phone calls; schedules appointments, meetings, conferences and travel.
- Opens and routes mail to the appropriate department.
- Handles complaints and citizen issues; coordinates their resolution with the appropriate department.
- Establishes and maintains records and files. Scans all documents and properly indexes them in the laserfiche system.
- Composes correspondence, processes letters, memoranda and department reports.
- Processes purchase orders, check requests and requisitions.
- Performs routine clerical duties, and assists other administrative office staff with purchase orders and coordinate some office functions with other departments.

OTHER DUTIES:

- Coordinates special events and projects.
- Assists during emergencies.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma with course work in general office practices, word processing, typing, business math, and related subjects; and
- At least four (4) years full time experience performing administrative work at an executive level including word processing and transcription/note taking.
- Ability to type at least 60 words per minute (WPM); or
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Extensive knowledge of modern office practices, procedures and equipment.
- Considerable 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; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license 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:

Telephone, typewriters, fax, scanner, copiers, computers, printers, calculators, transcribing machine, and other audio-visual equipment (such as TV/DVD 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 of Royal Palm Beach 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.

History:
Created: 3-9-01
Revised: 10-18-08