

SECRETARY TO VILLAGE MANAGER

GENERAL STATEMENT OF DUTIES: Under general direction, assists the Village Manager with administrative detail, personnel procedures and performs general secretarial duties.

DISTINGUISHING FEATURES OF THE CLASS: This is a highly important secretarial and record-keeping position, involving responsibility for the performance of a wide variety of job tasks. Work involves some independent judgment in the applications of approved work methods and procedures, so as to alleviate the Village Manager of administrative details. There is considerable contact with the public, public officials, and village personnel.

EXAMPLES OF WORK: (Illustrative Only)

Takes dictation and transcribes notes of letters, memoranda, legal documents, reports, and minutes of meetings;

Types contracts, bids, legal advertisements, etc;

Makes appointments, arranges conferences and meetings for the Village Manager;

Receives all visitors and handles all phone calls into Village Manager's office and refers to appropriate personnel;

Assists in the preparation of Village budget;

Prepares informational reports on municipal activities as requested by Village Manager;

Assists with preparations for Village Election (i.e.: legal advertising, required resolutions, arrangements for polling places).

Keeps financial accounts as assigned;

May order supplies, maintain inventory, deal with vendors;

May handle employee benefits plans (i.e.: process claims, maintain contract and correspondence files).

May maintain personnel files and prepare personnel forms.

RECOMMENDED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the responsibilities of an executive secretary; good knowledge of office terminology procedures and equipment; good knowledge of business arithmetic and English; ability to take and transcribe dictation at a satisfactory rate of speed; ability to type accurately at a satisfactory rate of speed; ability to understand and carry out oral and written directions; ability to get along well with others; clerical aptitude; mental alertness; sound judgment; neatness in appearance; accuracy; tact and courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school and either, (a) two years of study in a recognized college or university, or (b) two years of secretarial experience or (c) an equivalent combination of foregoing training and experience as indicated in (a) and (b).