

JOB TITLE: SECRETARY (Public Works)

DEFINITION

This is a clerical position, under the supervision of the Public Works Director. Performs highly responsible secretarial work, which may include relieving the Director of routine, administrative details. Most work is carried out with a minimum of supervision. Performance is evaluated annually.

EQUIPMENT/JOB LOCATION

Work with computers, typewriters, calculators, telephones, copiers, two-way radios, and other small office equipment. The workplace is an office environment located at the Cheverly Public Works Building.

ESSENTIAL FUNCTIONS OF THE JOB (examples are illustrative only)

Act as receptionist, attempt to resolve complaints and provide general information to the public, open and sort incoming mail; type a variety of correspondence, memoranda, reports, requisitions, forms, newsletters, rosters, envelopes, permits, purchase orders, cards and similar materials from rough drafts, notes or oral instructions; type material which requires judgment as to form, arrangement and spacing, as well as knowledge of correct spelling, punctuation, unusual words or technical terms; proofread typed material for correctness, style, spacing and form; draft and prepare routine reports and correspondence; reconcile billing statements, make copies of documents, and maintain filing systems. Maintain personnel files and records for Public Works Employees. Monitor and serve as dispatcher for public works radio frequency. Organize and maintain personnel, financial and statistical records for the department; organize and oversee purchasing files. Maintain the working environment for neatness and order. Perform other duties as required.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

Working knowledge of office terminology, procedures and equipment. Proficient in Microsoft Office. Use business arithmetic and business English; write legibly; maintain a harmonious working relationship with co-workers. Have high clerical aptitude, mental alertness, tact and courtesy. Must be able to communicate in English clearly and concisely, in both the written and spoken form. Must be able to hear, understand and follow simple oral directions, and type at a rate of at least 35 words per minute.

MINIMUM EXPERIENCE AND TRAINING

Graduate of a recognized high school with, or supplemented by, course in office practices and typing. Prefer prior office experience.

ADDITIONAL DESIRABLE QUALIFICATIONS

Computer training; knowledge of Microsoft computer software.