

Section III

315. Confidential Secretary

Definition:

Performs specific clerical, administrative and office tasks of moderate difficulty for the Executive Director, including maintaining the confidentiality of correspondence, transcription and verbal communications relating to Board actions, personnel matters, items of potential or actual litigation, and other administrative situations as appropriate or as directed. Maintains a professional relationship with staff and the general public.

Example Of Duties:

General office work as required; records and transcribes an accurate record of all meetings involving the Board of Commissioners, the Executive Director and designated staff. Screens incoming phone calls to the Executive Director and maintains a current, detailed appointment calendar. Maintains the Executive Director's filing system; types and prepares outgoing correspondence as required; prepares routine correspondence for the Executive Director's signature; prepares and types reports, tabular data and forms as directed. Acts as liaison between the Executive Director and other staff, officials and clients; assists Executive Director in matters relating to the Board of Commissioners. Must demonstrate the ability to take dictation and transcribe recorded proceedings, and meet the designated typing standards for this position. Operates various types of office machines that are appropriate to the assigned tasks. Assists in gathering and finalization of data as requested by the Executive Director; requires the ability to utilize the agency computer system including various software formats, and to maintain assigned computer files and documents.

Must be congenial and able to deal with people contacted within the course of work, and to conduct oneself in a professional manner when representing the Housing Authority and/or the Executive Director. Maintains the confidentiality of transcriptions, records, testimony, files, verbal communications, union negotiations and other pertinent items of business as designated by the Executive Director. Works closely with other staff, and performs other related duties as assigned.

Employment Standards:

Working knowledge of the methods, practices and terminology used in filing and office procedures. Performs clerical/records tasks and related work of moderate difficulty without close supervision. Must have the ability to post and make arithmetic computations rapidly and accurately; ability to follow oral and written instructions. Must demonstrate the ability to operate various types of office equipment including the ability to accurately input information into the current computer system. Must type 50 words per minute and be able to accurately record the proceedings of meetings and prepare a

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detailed official record of same. Must have an aptitude and propensity for dealing with people, and be able to establish and maintain cooperative working relationships with those contacted in the course of work. Must be able to work independently in the absence of supervision. Must maintain an orderly and efficient work station, and have a neat personal appearance. Must have the ability to communicate clearly and concisely, both orally and in writing. Must maintain the integrity of confidential designations of this position at all times.

Education:

Equivalent to two (2) years of college (48 semester units or more). One year of actual experience in a related confidential clerical position or a Housing Authority clerical/eligibility classification will be accepted as equivalent to one year (24 units) of completed college education.

Experience:

One year of previous experience in a comparable position as defined within the "Example Of Duties" and "Employment Standards" is required.

License:

Mandatory to possess a valid California Drivers License, and must present DMV printout to employer for verification. Applicant must be insurable and acceptable to the insurance company providing auto insurance to the Housing Authority.

Other Qualifications:

Must be able to verify that physical condition is satisfactory for the requirements of the job. Employees must demonstrate the ability to perform the essential functions of the job, with or without reasonable accommodations for disabled individuals as defined within the Americans With Disabilities Act of 1990, as amended. Initial employment shall be conditional on such verification. Existing Housing Authority employees are exempt from satisfying this criteria regarding the conditionality of employment prefaced by a pre-employment examination. To be an employee of the Housing Authority, a person must be a citizen of the United States, or an alien who has been either lawfully admitted for permanent residence, or authorized to be employed under the terms of the Immigration and Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residence