

**CITY OF BELLE GLADE  
CLASS DESCRIPTION  
2000**

**CLASS TITLE: EXECUTIVE SECRETARY**

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to provide highly responsible and complex office administration for an assigned department or elected or appointed officials. The class is responsible for providing information, serving customers, maintaining files, preparing correspondence, data entry, overseeing/performing major office functions, supporting elected officials and boards, special projects and other office tasks. The class works within broad policy and organizational guidelines, independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

**ESSENTIAL TASKS**

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Greets customers, patients, clients, or general public; provides or gathers information; provides services or refers to appropriate person or activity.

Answers phones and routes calls, answers questions, and takes messages.

Oversees or prepares forms, letters, booklets, brochures, reports, purchase orders, board meeting agendas, and other forms or records and correspondence as required.

Gathers information for entry into computer system; extracts information or reports as necessary.

Process billing information; audit and monitors billing accounts; resolves problems with billing.

Oversees office functions such as payroll, personnel records, financial and business processes, budgets, training, contracts, public information, special projects or events, and others.

Maintains files; extracts and summarizes information; provides information to internal or external agencies as required; coordinates with other staff, departments, or outside agencies.

Maintains schedules and calendars for staff; makes travel arrangements; schedules and/or attends training seminars or classes; plans and coordinates social events such as receptions and luncheons.

Attends board and committee meetings; prepares minutes as needed.

Oversees or processes incoming and outgoing mail and routing to appropriate person or office.

Maintains supply inventories; orders supplies as needed; prepares purchase orders; pays invoices; operates and performs minor maintenance on office equipment.

## EXECUTIVE SECRETARY

### **INVOLVEMENT WITH DATA, PEOPLE, AND THINGS**

**DATA INVOLVEMENT:** Data are information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Requires gathering, organizing, analyzing, examining, or evaluating data or information and may prescribe action based on such data or information.

**PEOPLE INVOLVEMENT:** People include coworkers, workers in other areas or agencies and the general public.

Requires giving information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

**INVOLVEMENT WITH THINGS:** Things are inanimate objects such as substances, materials, machines, tools, equipment, work aids, and products. A thing is tangible and has shape, form, and other physical characteristics.

Requires handling or using machines, tools, or equipment requiring moderate instruction and experience such as computers, peripherals, software programs such as word processing, spreadsheets or custom applications, and may service office machines.

### **COGNITIVE REQUIREMENTS**

**REASONING REQUIREMENTS:** Reasoning requires consideration of factors and variables to derive solutions to problems.

Requires performing coordinating work involving guidelines and rules with constant problem solving.

**MATHEMATICAL REQUIREMENTS:** Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Requires performing addition and subtraction, multiplication and division and/or calculating ratios, rates and percents.

**LANGUAGE REQUIREMENTS:** Language involves the ability to read, write, and speak.

Requires reading technical instructions, procedures manuals, and charts to solve practical problems; composing routine reports and specialized reports, forms, and business letters, with proper format; speaking compound sentences using normal grammar and word form.

**MENTAL REQUIREMENTS:** Mental ability involves analysis, initiative, ingenuity, creativity, and concentration required by the job and the presence of any unusual pressures present in the job.

Requires performing specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

## **EXECUTIVE SECRETARY**

### **VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION**

**VOCATIONAL/EDUCATIONAL PREPARATION:** Vocational/Educational preparation includes job specific training and education that may be acquired in a school, work, military, institutional or vocational environment. It does not include the orientation time required of a fully qualified worker to become accustomed to the special conditions of any new job. Nor does it include the amount of time that a worker spends to learn reasoning, language, and mathematical skills, which are often learned in school.

Requires Associate's degree, vocational technical degree, or specialized training equivalent to satisfactory completion of two years of college education with emphasis in business, public service, computer information systems, or a closely related field. Or a combination of education and work experience.

**SPECIAL CERTIFICATIONS AND LICENSES:** Special Certifications and Licenses refer to state, federal, or professional certifications or licenses required to enter or maintain the job.

Notary Public, State Driver's License and other certifications may be required by assigned department

**EXPERIENCE REQUIREMENTS:** Experience refers to the amount of work experience that is required for entry level into the position that would result in a reasonable expectation that the employee can perform the job. It may be experience that can be gained on the job or experience in a previous job.

Requires over four years and up to and including up to ten years; typing speed of 65 cwpm;

### **AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

**PHYSICAL AND DEXTERITY REQUIREMENTS:** Physical and dexterity refers to the requirement for physical exertion and coordination of limb and body movement.

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a regular basis, and sustained keyboard operations.

**ENVIRONMENTAL HAZARDS:** Environmental hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

The job risks exposure to no environmental hazards.

**SENSORY REQUIREMENTS:** Sensory ability refers to hearing, sight, touch, taste, and smell required by the job.

The job requires normal visual acuity, field of vision, hearing, and speaking.

### **JUDGMENTS AND DECISIONS**

**JUDGMENTS AND DECISIONS:** Judgments and decisions refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Requires being responsible to guide others, requiring frequent decisions, affecting the individual, coworkers, and others that depend on the service or product; works in a very fluid environment with rules and procedures but many variations from the routine.

## **EXECUTIVE SECRETARY**

### **ADA COMPLIANCE**

The City of Belle Glade is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.