

**POSITION DESCRIPTION
CITY OF GREENSBURG, INDIANA**

POSITION: Secretary
DEPARTMENT: Mayor
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: January 1997

STATUS: Full-time/Appointed

DATE REVISED: March 2016

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greensburg provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Secretary for the Mayor, responsible for performing a variety of reception and secretarial functions.

DUTIES:

Answers telephone and greets City Hall visitors, determining nature of call/visit, providing information and assistance, taking messages, or directing to appropriate department or individual. Communicates Mayor's instructions, messages and directives to other City personnel, community groups and members of the public as assigned.

Maintains calendar for Mayor, scheduling appointments and meetings, and communicating with various individuals regarding activities, itineraries and related issues. Schedules use of City Council chambers and/or various offices or available room for meeting and activities as requested.

Sorts and distributes incoming mail daily, and prepares outgoing mail as assigned.

Composes, types, copies and/or processes various documents as assigned by Mayor, Planning and Zoning Administrator, City Council and department heads, such as correspondence and memos. Maintains Mayor's files, and maintains database of addresses on computer.

Provides secretarial support to City Council, including typing and posting agendas, copying documents, preparing and mailing packets prior to meetings, maintaining files, and mailing special meeting notices to news media.

Prepares and processes claims/vouchers monthly, including verifying and totaling invoice charges, attaching documentation of charges, typing, obtaining signatures, and submitting to Clerk-Treasurer as required. Communicates with vendors as needed to clarify charges or resolve problems.

Orders supplies by telephone for City Hall and Police departments as needed, and prepares related claims/vouchers.

Participates on committees at Mayor's request.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of standard office policies and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to type with speed and accuracy, and properly operate a variety of standard office equipment, including computer, printer, telephone, calculator, and copier.

Ability to make simple arithmetic calculations and maintain organized files.

Ability to comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of Department information/records according to state requirements.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in written or oral form.

Ability to effectively communicate orally and in writing with co-workers, other City personnel, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

II. RESPONSIBILITY:

Incumbent performs a variety of standard and recurring duties with priorities determined by supervisor and service needs of the public, referring unusual situations to supervisor. Errors in work are usually prevented through prior instructions from supervisor and are usually detected through supervisory review. Undetected errors may result in loss of time for correction and inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City personnel, vendors, and the public for the purpose of exchanging and explaining information.

Incumbent reports directly to the Mayor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, lifting/carrying objects weighing less than 25 pounds, hearing communication, and crouching/kneeling.

V. OTHER:

Secretary position is a political appointive position of the Mayor. Specific job duties and job requirements are established at the discretion of the Mayor. A person appointed to the Secretary position serves at the pleasure of the Mayor and may be terminated by the Mayor at any time.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Secretary for the Mayor, describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Print or Type Name