

City of Dallas
Classification Specification

Title:	Executive Secretary	Class Code:	32209
Application:	Career Series	Pay Grade:	E
Supplemental/Code:	Office Clerical/4	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose

Performs duties as a personal secretary to the City Manager, Assistant City Manager, City Attorney, City Auditor, Department Director, including a wide range of clerical and office related activities to support the administrative position.

Essential Functions

1. Answers telephone including screening and ascertaining nature of calls, forwarding appropriate calls, taking messages and conveying information, and handling citizen complaints to facilitate effective and timely operations.
2. Reviews and proofreads outgoing correspondence, memos and reports prepared by others to be signed by the supervisor to ensure correctness. Reads, prioritizes, and distributes incoming mail including personally composing answers to some inquiries to facilitate timely response.
3. Applies considerable independent decision-making and judgment to identify sources of information, handling of telephone calls, discretion as to giving out information, interpretation of procedures and methods to follow to complete projects.
3. Maintains a calendar of events for the supervisor by making appointments, scheduling conferences, confirming meetings, preparing material for meetings, and reminding supervisor of commitments.
4. Handles special projects independently including use of judgment and decision making such as researching, selecting appropriate data, assembling and summarizing information to aid in preparing reports.
5. Performs a wide variety of office functions such as filing, handling petty cash, attending meetings and taking notes for minutes, making travel arrangements, processing payment invoices and preparing payroll to facilitate smooth operations.
6. Operates a wide variety of office machines such as typewriter, microcomputer, Dictaphone, copier and fax machine to ensure effective office functioning.
7. May function as department/office representative or designated coordinator for a variety of activities such as service request, training, and safety, or attending meetings/conferences, briefing supervisors and communicating with a wide variety of officials, employees and agencies to coordinate activities.
8. May provide direction to a small clerical staff such as assigning work and coordination of activities to ensure most effective utilization of resources.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work

Knowledge of correct grammar, spelling, and punctuation.

Knowledge of City structure and standard procedures.

Ability to communicate effectively orally including excellent telephone etiquette and interpersonal skills.

Ability to use office machines such as typewriter, microcomputer, copier and fax machine.

Ability to prepare routine correspondence and reports.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards

Normal office working conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.