

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Senior Executive Secretary</b>	<b>Class Code:</b>	<b>32220</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>G</b>
<b>Supplemental/Code:</b>	<b>Office and Clerical/4</b>	<b>Established:</b>	<b>01/09/00</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>	<b>Revised:</b>	<b>01/01/09</b>

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**Position Purpose:**

Performs duties as personal Senior Executive Secretary to the Mayor or the City Manager and handles very difficult and sensitive administrative, secretarial, and clerical functions to facilitate smooth and positive office operations.

**Essential Functions:**

1. Maintains a complete and detailed calendar of events for the supervisor by scheduling or arranging conferences, confirming meetings, making appointments, preparing background or briefing materials for meetings, and reminding supervisor of commitments.
2. Conducts research for projects by assembling information, selecting and compiling data and statistics, interpreting findings and summarizing conclusions to provide quality reports.
3. Applies experienced 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.
4. Performs a wide range of difficult office activities such as tracking work in progress and setting or adjusting deadlines, composing responses to selected incoming mail, making travel arrangements, maintaining filing systems, handling petty cash, preparing payroll and serving as paymaster to facilitate office functions.
5. Operates a variety of office machines such as typewriter, microcomputer, copier and fax machine to effectively utilize resources.
6. Serves as departmental or office representative for different activities or committees, attends meetings and conferences, briefings for supervisor and communicates with a wide range of city officials and employees and executives outside governmental agencies to coordinate activities.
7. Provides supervision to office personnel by assigning work projects and coordinating activities to ensure smooth and effective office operations.
8. 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.

Indepth knowledge of the City structure and complex administrative procedures.

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

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

Ability to provide supervision to small staff of clerks or secretaries.

Ability to compose correspondence and prepare 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.

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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.