Town of Hillsborough Positions Descriptions
Secretary

Department: Bldg & Planning, Fire, Public Works
FLSA Status: Non-exempt

Bargaining Unit: Public Works and Clerical
Revision Date: 8/3/00

GENERAL PURPOSE

Under general supervision, performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to management staff, and assisting in the administration of the standard operating policies and procedures of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Answers in-coming calls and routes callers or provides information as required;
- Operates radios and other office equipment as needed;
- Responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons;
- Receives, stamps and distributes incoming mail, processes outgoing mail;
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material;
- Inputs data to standard office and department forms and computerized records;
- Compiles data for various reports;
- Schedules appointments and meetings for staff;
- Coordinates travel plans for staff;
- Prepares records such as notices, minutes, and resolutions;
- Acts as custodian of departmental documents and records;
- Establishes and maintains filing systems, control records and indexes;
- Maintains inventories and orders office supplies and materials;
- Issues routine permits.

DESIRED MINIMUM QUALIFICATIONS

Graduation from a high school or GED equivalent, and four (4) years of increasingly responsible clerical experience, or any equivalent combination of related education and experience. Working knowledge of computers and electronic data processing; modern office practices and procedures. Skill to operate office equipment. Ability to perform simple arithmetic computations; communicate effectively verbally and in writing; and establish and maintain positive working relationships with coworkers and the public.

City Manager: _____ Date: _____