

SENIOR SECRETARY

DEFINITION: Under general direction, performs work of some difficulty in secretarial and complex clerical tasks.

EXAMPLES OF DUTIES:

1. Communicates and provides information to the general public and staff, providing requested information, or referring the individual to an appropriate official.
2. Manages phone system and maintains radio contact / dispatch with appropriate field personnel.
3. Prepares and distributes letters, memos, ordinances, contracts, committee agendas and minutes, reports, liens, deeds, leases, and other legal documents as required.
4. May serve as the personnel/payroll clerk for a department/division and prepares or reviews a variety of personnel and payroll documents.
5. Schedules meetings and notifies required personnel.
6. Manages document storage and files as required for the division.
7. Maintains basic financial records for the division.
8. Trains new clerical personnel.
9. May act as supervisor for clerical personnel when assigned by supervisor.
10. Receives and distributes mail.
11. Operates a variety of office equipment
12. May order office supplies.
13. Performs other duties as required.

KNOWLEDGE AND SKILLS:

Strong knowledge of: office terminology and procedures, the operation of office equipment and machines and personal computers. Knowledge of MS Office Suite or other word processing, spreadsheet and data base software standard that may be adopted by City departments. Knowledge of business English, spelling and arithmetic.

Reports to: Division Manager
Grade: 20

FLSA: Non-Exempt
Group: AFSCME 1058

Knowledge of computerized timekeeping and payroll systems, as required by the position. Ability to maintain the confidentiality of communications, files and documents.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed primarily in an office setting and is essentially sedentary with occasional walking, standing, lifting, bending, or physical activities carrying items under 25 pounds. Many tasks may have set deadlines and involve volume processing. Some driving may be involved.

TRAINING AND EXPERIENCE:

High School Diploma or G.E.D. Completion of four (4) secondary or post-secondary level courses in keyboarding, software skills or related courses and two (2) years of secretarial experience, or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS:

In those positions where driving is a part of the job duties: Valid Illinois Driver's License

Ability to maintain reasonable and customary attendance.

Ability to work well with the general public.

Residency Requirement:

Modified November 15, 2021: All employees (except Police Sworn and Fire Sworn) hired on or after June 1, 2018 shall reside anywhere in Winnebago County or within fifteen (15) miles of Rockford City Hall (425 E. State Street Rockford, IL 61104) within six (6) months after their introductory period. Department Heads shall live within the municipal boundaries of the city of Rockford.

Effective June 1, 2018 all newly hired employees, including newly hired Department Heads, shall live within the municipal boundaries of City of Rockford within six (6) months of their completion of their introductory period.

Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.