

## CITY OF LOMA LINDA

### Executive Aide

#### DEFINITION

Under general supervision, provides a variety of secretarial, clerical, and routine administrative services in support of department staff; performs such other duties as may be assigned.

#### CLASS CHARACTERISTICS

The Administrative Secretary classification is distinguished by its responsibility for difficult and complex secretarial duties and administrative tasks in support of department activity requiring the use of discretion and independent judgement. The position answers directly to a department head. Additionally, a continuing evaluation of ways in which the Administrative Secretary can relieve the department head of detail work is a primary part of the Administrative Secretary's job. The Administrative Secretary classification may be utilized in various City departments.

#### EXAMPLES OF DUTIES

Depending upon assignments, duties may include, but are not limited to, the following:

1. Provides direct secretarial support to a department head; prepares and edits correspondence, often working from notes or verbal instructions; reviews incoming correspondence and routes in accordance with established procedures; may take shorthand or transcribe recorded dictation; maintains calendar of appointments; receives visitors; makes travel and meeting arrangements.
2. Upon assignment, provides support in the performance routine administrative tasks which require the interpretation of department policy.
3. Prepares and/or maintains a variety of records; may extract, compile, tabulate and/or record statistical data; prepares and distributes documents, standard forms, and related records; composes correspondence and compiles reports from a variety of sources; facilitates transmission to other offices and agencies.
4. Collects information and prepares agendas for City Council appointed committees and/or department meetings; attends meetings and takes notes of proceedings; prepares minutes and committee and/or department directed documents.
5. Responds to inquiries from the public, other departments and agencies; refers inquiries to the appropriate authority, or provides information requiring an understanding of department programs, policies and procedures.
6. Performs a variety of clerical tasks including typing, proofreading, filing, editing, office equipment operation; sorts, files, prepares and/or processes a variety of documents and records, including

permits, payroll and/or purchasing forms, according to established procedures.

7. May direct other staff in the course of performing assigned tasks; coordinate work assignments; supervise and train office clerical staff; make recommendations on clerical appointments; participate in personnel administration activities.

## QUALIFICATIONS GUIDELINES

### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include three years of progressively responsible clerical and secretarial experience; including or supplemented by specialized training in the clerical occupational field.

### Knowledge, Skills, and Abilities

Considerable knowledge of office procedures, filing systems, and records management; business communications. Knowledge of basic supervisory principles and practices. Skill in the operation of a variety of office equipment; including typewriter operation at a rate of 60 wpm, and shorthand at 80 wpm or machine transcription at a comparable speed. Ability to compose correspondence and prepare reports; learn, interpret, apply, and explain department policies and procedures; use and edit for correct English, grammar, punctuation and spelling; maintain accurate records; supervise, train and coordinate the work of office support staff; communicate effectively, both orally and in writing; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships.

### Special Requirements

Possession of or ability to obtain a valid Class III California driver's license, and a satisfactory driving record.

Incumbents must pass a medical examination at time of appointment.