



# Administrative Secretary

## Solid Waste

### JOB SUMMARY

Responsible for providing administrative and clerical support for the operations of the Solid Waste Department.

### MAJOR DUTIES

- Answers telephone and greets visitors; provides information and assistance.
- Maintains billing records.
- Maintains files, reports and records.
- Maintains office supply inventory; makes purchases as needed.
- Processes and maintains accident and injury reports.
- Develops informational materials for the division web site.
- Processes hauler permits.
- Prepares special handling and yard waste forms.
- Maintains customer database.
- Assists in the monthly billing of commercial customers.
- Maintains database of mobility impaired customers.
- Performs related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of city and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the use of such office equipment as a computer, scanner, fax machine, copier, and two-way radio.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Administrative Coordinator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include city and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of related secretarial duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide secretarial support to the division. Successful performance helps ensure the efficiency of division operations.

### CONTACTS

- Contacts are typically with co-workers, other city employees, customers, vendors, and the general public.

- Contacts are typically to give or exchange information, resolve problems, and provide services.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

#### **MINIMUM QUALIFICATIONS**

- High School diploma or GED equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.