

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Executive Secretary to the Comptroller

CLASS CODE: 1136

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification perform a variety of secretarial and administrative support duties, many of which are of a confidential nature, for the Comptroller.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level secretarial classification in the General Clerical Series - Secretarial Group job family within the City of St. Louis. Incumbents in this classification perform routine to moderately complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include responsibility for performing secretarial and administrative support duties requiring independent judgment and discretion and considerable knowledge of city operations and department policies, procedures, and activities. Employees in this class handle highly confidential and sensitive matters, as well as moderately complex administrative support duties.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Receives, sorts and responds to correspondence, reports, and memos on behalf of the Comptroller; makes travel arrangements.

Compiles and organizes information for preparation of statistical and programmatic reports, correspondence, agendas, and/or other purposes.

Coordinates activities between and/or among various sections of department; conducts and/or monitors special projects.

Screens calls; responds to various requests and/ or refers matters to appropriate section or staff.

Coordinates and schedules meetings and public appearances; prepares agendas, and verifies meeting dates and times.

Serves as liaison to various units within the Comptroller's office, and other city departments and/or agencies.

Drafts and types a wide variety of letters, memoranda, reports, notes and other documents; proofreads correspondence.

Troubleshoots minor problems and complaints, and recommends corrective action.

Maintains confidential records and files.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Human Interaction:

Requires the ability to persuade, convince, and train others. Ability to advise and provide interpretation to co-workers, other city departments, executives, and the public regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer, typewriter, calculator, fax and copy machines, dictaphone, and other office machines, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as financial statements, reports, applications, requisitions, policies and procedures, statutes, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages and decimals.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work.

Tasks may involve extended periods of visual concentration at a keyboard or workstation.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of colors, shapes, and sounds associated with job-related objects, materials and tasks.

Education and Experience Statement:

High School diploma or equivalent and vocational training in Secretarial Science with three years progressively responsible secretarial experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Special Requirements:

Knowledge of and skill in the operation of a computer terminal or personal computer for word processing duties, and/or a typewriter for typing duties.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.