

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 126**

**SECRETARY II**

**GENERAL**

Performs varied responsible clerical or secretarial work which includes administrative responsibility. Position allocated to this class differ from those in the class of Secretary I because of the independent performance of complex secretarial tasks for a large complex operating unit below the department level. General and specific assignments are received and are usually performed under little direct supervision allowing latitude for use of independent judgment.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Performs a variety of responsible duties relative to the municipal services of the department to which assigned. Performs duties of an administrative nature for the supervisor.

Interprets departmental operations, policies, and procedures and disseminates relative information.

Answers a variety of correspondence.

Establishes and maintains a variety of complex records and reports.

Computes and compiles data.

Prepares forms independently and composes letters for supervisor's signature. Sets up and maintains files.

Schedules meetings for supervisor and advises supervisor of meetings and events.

Refers callers to other employees, officials or departments as needed.

Operates various office machines, word processing and data entry equipment.

Takes minutes of conference, meetings and official functions.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Some proficiency in typing, thorough knowledge of modern office equipment, practices, and procedures;

Thorough knowledge of one or more municipal functions, including licensing, personnel, purchasing, storekeeping, record keeping, report writing, court records and procedures, and other similar municipal functions;

Knowledge of business arithmetic and English;

Ability to carry out complex oral and written instructions;  
Ability to establish and maintain effective working relationships with other employees and the general public.  
Ability to take dictation from a supervisor and transcribe in correct grammatical form.  
Ability to prepare complex documents and compose letters and memoranda.  
Ability to make decisions in accordance with departmental rules, regulations and policy.

## **MINIMUM QUALIFICATIONS**

Graduation from high school or possession of an acceptable equivalency diploma. Three years of secretarial/clerical and typing experience.  
A comparable amount of training and experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

## **SPECIAL REQUIREMENTS**

None.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.