



EMPLOYMENT OPPORTUNITIES CITY OF HUNTSVILLE

Department of Human Resources
308 Fountain Circle, Municipal Building-1st Floor
Huntsville, AL 35801
(256) 427-5240
<https://www.huntsvilleal.gov/government/jobs/>

INVITES APPLICATIONS FOR THE POSITION OF:
Secretary II (Grade 10)
Department: Human Resources
An Equal Opportunity Employer

SALARY

\$ 15.37 - \$26.09 Hourly
\$ 1,229.60 - \$2,087.20 Biweekly
\$ 31,969.60 - \$54,267.20 Annually

JOB #5060

OPENING DATE: 04/26/22

CLOSING DATE: 05/10/22 06:00 PM

NATURE OF WORK:

Work involves providing administrative support and advanced secretarial support to relieve management, and/or appointed or elected officials of recurring administrative details, thereby assuring a smooth running department, division, or program area. Assignments are received orally, in writing, or through routine procedures from a designated supervisor that defines objectives, priorities, and deadlines. Additional guidance is provided through Federal, State, and local laws, ordinances, regulations, manuals, directives, bulletins, and Departmental and City policies and procedures. The incumbent works independently using discretion and diplomacy to accomplish objectives in accordance with established policies and procedures handling operating problems and coordinating and monitoring assigned department functions, activities, and events. Work is reviewed through observation, reports, conferences, and evaluations for accuracy, completeness, results obtained, and for adherence to established policies and procedures. The incumbent may train, assign and inspect the work of subordinates. Composes, types, and distributes recurring and non-recurring correspondence such as reports, contracts, resolutions, ordinances, manuals, letters, memos, training bulletins, public notifications, purchase orders, requisitions, statements, directives, agendas, announcements, certificates of appreciation, regulations, memoranda, permits, complaints, notices, and staff agendas and other related materials for management review; proofreads others correspondence; takes minutes at meetings; transcribes oral and recorded dictation; researches minutes, ordinances, and other information; obtains information from other sources; and maintain manuals. Answers a single or multi-line phone system; screens and forwards telephone calls; greets visitors; records and relays messages and appointments as necessary; disseminates information via telephone, fax, or in hard copy; documents complaints and requests; responds to complaints and requests for information or services; resolves problems with outside agencies and other departments; relays messages, orders, and instructions to personnel in the field. Maintains a calendar of events, cases, and schedules; coordinates and schedules meetings, special events, training, appointments, and related functions, schedules facility use. Maintains complex record keeping and filing systems; files correspondence, forms, letters, and tapes; logs reports and records; maintains publications; prepares and maintains personnel, legal and other records and files of a confidential or sensitive nature. Computes or reviews time cards prior to entering into the payroll system; processes personnel actions and employee evaluations; assists employees with and processes grievances; makes corrections related to time cards; coordinates training; completes reports and records related to worker's compensation claims; administers typing tests; coordinates conferences, training, and travel. Assists with special projects; conducts special studies or assignments of varying duration and nature; compiles data, tracks expenditures and completes reports for reimbursements; prepares special study reports and summaries requiring data analysis; formats and prepares written reports, statistical tables and charts using word processing, spreadsheet, or data base software on a computer. Performs data entry; operates a computer for record keeping and document processing to input and retrieve data in support of departmental operations; maintains complex budget and expenditure records; assists with preparing, compiling, implementing, and monitoring of the budget; resolves discrepancies, overcharges, and double billings; compiles and prepares data for monthly, quarterly, and yearly reports; and compiles special reports. Responds to correspondence and calls. Requisitions supplies and equipment; receives and processes invoices, prepares requisitions and purchase orders; may perform limited to complex inventory functions. Utilizes a computer and applicable software, typewriter, adding machine, printer, multi-line phone system, scanner, city vehicle, calculator, TV, VCR, DVD Player, digital recorder, camera, tape recorder and standard office equipment while performing essential functions. Opens, sorts, stamps, and distributes mail; prioritizes work requests, responds if appropriate to correspondence; packages and mails outgoing mail; copies, retrieves and distributes files, records, reports and other written materials. Communicates with the public, other City departments, elected officials, utilities, vendors, suppliers, media, delivery people, professionals, businesses, applicants, attorneys, Federal, State and local law enforcement, regulatory agencies, organizations and others to give and receive information. Requires regular and prompt attendance plus the ability to work well with others and work well as a team. May serve as a notary. Perform related work as required.

Physical and Environmental Factors:

Work is essentially sedentary with occasional walking, standing, bending, and carrying items under twenty-five (25) pounds such as books, papers, office supplies, and file folders. Work requires the physical ability to sit in confined seating for extended periods of time, and operate a computer keyboard and a multi-line telephone system. Incumbent may be exposed to irate citizens. Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions.

Minimum Education, Training and Experience:

High school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education or GED certificate issued by the appropriate state agency, experience performing secretarial and administrative assistance work; proficiency in word processing and data entry. Knowledge of Federal, State, and local laws, codes, ordinances, regulations, court rules, procedures, statutory provisions, and Departmental and City policies and procedures in area assigned. Knowledge of general municipal agency operations and organizations. Knowledge of computers and applicable software. Knowledge of business English, spelling, vocabulary, and arithmetic. Knowledge of records and complex file management policies, procedures, and processes. Knowledge of modern office practices, procedures, and equipment. Knowledge of purchasing methods and procedures. Knowledge of bookkeeping principles, practices, and procedures. Knowledge of materials, supplies, equipment and vehicles in assigned area. Ability to maintain administrative, personnel, fiscal, and general records, prepare reports and manipulate spread sheets, and answer questions from records in a timely and accurate manner. Ability to develop, plan, and install clerical procedures and operations from general instructions. Ability to work with highly confidential information and prioritize and organize work on multiple tasks. Ability to compose correspondence on complex matters. Ability to type on a computer keyboard for lengthy periods of time at a reasonable rate of speed performing data entry, secretarial, and administrative support functions. Ability to maintain and use an alphabetical and numerical filing system. Ability to understand and interpret departmental rules, regulations, procedures and instructions both orally and in writing. Ability to prepare complex and general documentation. Ability to interact with the public and provide information in a polite and courteous manner both in person and on the telephone. Ability to remain current with changes in technology.

Necessary Special Requirements:

Possession a valid driver's license

Applicants May Obtain a Copy of the City of Huntsville's EEOP Short Form Upon Request