



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 332.3

Job Title: **COUNCIL SECRETARY(EXE LEV)**

Pay Grade: 15

GENERAL SUMMARY:

Performs varied and complex secretarial and clerical tasks for City Council members, including taking and transcribing dictation, typing, filing, screening calls and scheduling appointments.

RESPONSIBILITIES:

- Takes dictation, transcribes notes and types correspondence, reports, forms and documents.
- Maintains simple financial records and prepares report summaries from retrieved information.
- Screens incoming telephone calls, routes calls to proper persons and takes messages.
- Schedules meetings and makes appointments and travel arrangements.
- Organizes and maintains supervisor's files for correspondence, reports, complaints, payroll records, budget information and departmental operations.
- Photocopies, collates and distributes correspondence, articles, reports, bulletins and other documents.
- Orders department supplies and maintains their storage.
- Assists in special projects as requested.

SPECIFICATIONS:

KNOWLEDGE:

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

EXPERIENCE:

One year of secretarial/clerical experience is required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Council Secretary
Council Administrative Assistant
Council Research Assistant

Effective: October 1990

Revised: March 1996