




City and County of San Francisco

Secretary II (#1446)

\$31.15-\$37.86 Hourly / \$5,399.00-\$6,563.00 Monthly / \$64,792.00-\$78,754.00 Yearly

 Notify Me when a Job Opens for the above position(s)

DEFINITION

Under general supervision, provides secretarial services of a difficult and responsible nature for one or more high level managers, section heads, unit chiefs or comparable level administrators; may supervise subordinate clerical personnel; and performs related duties as required.

DISTINGUISHING FEATURES

This class is distinguished from class 1444 Secretary I in that positions in class 1446 Secretary II perform more difficult and responsible secretarial work and typically relieve a high level manager of a variety of non-routine office work. It differs from class 1450 Executive Secretary in that a position in the latter class provides personal and confidential administrative secretarial assistance to an executive management position responsible for directing a large and complex administrative operation.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Takes and transcribes dictation from shorthand notes or transcribes from longhand or recorded dictation.
2. Types a wide variety of letters, memoranda, reports and other material from copy or verbal instructions; may compose routine correspondence in accordance with standard practice and policies.
3. Screens office and telephone callers; personally assists those whose business does not warrant seeing the superior; screens incoming correspondence and routes accordingly; answers a wide variety of inquiries and explains office operations, policies and procedures.
4. Maintains office files for correspondence and records; maintains manuals and updates resource materials.

5. Makes appointments and arranges meetings for superior; makes travel arrangements as required.
6. May assign and supervise the work of subordinate clerical personnel.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: modern office procedures and practices; business English, spelling and arithmetic.

Ability and Skill to: plan, organize and complete work rapidly and efficiently; learn, interpret and apply administrative and departmental policies; exercise good judgment in making routine decisions in accordance with existing laws, ordinances, regulations and departmental policies and procedures; compose correspondence independently based on policy and guidelines; meet and deal tactfully with the public; maintain detailed files and records.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience:

Ability to type 40 net words per minute.

Two (2) years of secretarial experience encompassing editing and independently composing letters and other correspondence utilizing word processing systems; researching, compiling and organizing data for various reports; and maintaining office/record systems.

License and Certification:

Substitution:

Three (3) years of verifiable clerical experience comparable to a 1424 Clerk Typist.

A recognized clerical training program of 240 hours or the equivalent of 15 semester units in graded clerical college units may substitute for up to 6 months of experience.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CLASS: 1446; **EST:** 1/1/1900; **REV:** 9/23/2016;