

**CITY OF FONTANA  
BOARDS & COMMISSION SECRETARY**

**DEFINITION:** Under general supervision, will serve as secretary to a board and/or commission; prepares the agenda and assembles background materials; transcribe minutes of the meetings, and performs related support services. May perform a variety of responsible secretarial and clerical duties in support of City management staff; and provides general information and assistance to the public.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Type and proofread a wide variety of reports, letters, memos and correspondence; type from rough draft, verbal instructions or transcribe machine recordings; may independently compose correspondence related to assigned area of responsibility.
- Provide general secretarial and clerical support to assigned department. Organize and maintain complex technical filing systems, maintains manuals and updates resource materials.
- Provide backup for other office staff as needed.
- Operate a variety of office equipment including computers and related software.
- Schedule and review activities to ensure that work is completed in a timely and appropriate manner.
- Participate in special projects; compile data as assigned.
- Learn, interpret and apply Federal, State, local and department policies, procedures, laws and regulations.
- Perform responsible secretarial work involving the use of independent judgment.
- Analyze situations carefully and adopt effective courses of action.
- Maintain confidential data and information.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in the preparation of statistical reports and data, using a computer key board. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag and push files computer reports, or other materials weighing up to 25 pounds also is required.

## **EXPERIENCE AND TRAINING GUIDELINES**

The incumbent must have the knowledge of: Principles and techniques of business correspondence writing, appropriate English usage, spelling, and grammar. Typing speed at 50 words per minute.

**Experience:** Requires two years of increasingly responsible secretarial work.

**Education:** Equivalent to the completion of the twelfth grade supplemented by specialized secretarial and clerical courses