

North Marin Water District

SECRETARY (ENGINEERING DEPARTMENT)

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Performs a wide variety of specialized clerical and secretarial work involving responsibility and judgment including the preparation of engineering and technical reports, detailed statistical typing, tables and forms; provides information to contractors, applicants and the general public; performs related work as required.

DISTINGUISHING CHARACTERISTICS

The **Engineering Secretary** performs a full array of duties and assignments and requires a high degree of accuracy and independent judgment. It is further expected to demonstrate a full understanding of all applicable Engineering Department policies, procedures and work methods.

SUPERVISION RECEIVED

Receives general supervision from the Chief Engineer.

ESSENTIAL DUTIES (include but are not limited to the following)

Types and reproduces a variety of material including correspondence, specifications, proposals, engineering material for Board of Directors' agenda, reports, statistical reports, budgets, extension agreements, easements, forms used by engineering, administration, construction, operations departments and other information. Transcribes from transcribing machines correspondence, memos, studies, reports and other information. Sets up and maintains engineering files on all construction and study jobs. Keeps detailed job progress records and other documents. Maintains drawings, map files and other records. Sets up and maintains files on correspondence and reports from federal, state, county and other agencies and product information from suppliers and manufacturers and other material. Maintains engineering library. Composes routine correspondence; routes phone calls and visitors; operates large-format Xerox copier and all office reproduction machines and other equipment. The tasks are principally concerned with engineering and technical materials but do frequently include assisting other departments. Will fill in as secretary to General Manager and Board of Directors during absence of manager's secretary. On such occasions will attend and transcribe minutes of Board and other meetings.

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Possession of a high school diploma or its equivalent and five years of increasingly responsible secretarial experience.

Approved	CD
Date	1/25/08

Knowledge/Skill/Ability

Knowledge of modern secretarial practices and office procedures and equipment; knowledge of business letter writing, correct grammar, spelling and punctuation; knowledge of and ability to establish and maintain effective filing systems; knowledge of basic arithmetic and elementary bookkeeping; ability to type at a rate of not less than 75 words per minute net (i.e. after deleting errors); ability to operate word processing equipment including proficiency with Word or some other major word processing software program; ability to meet and deal with the public with tact, poise and effectiveness; ability to handle job tasks without close supervision; ability to get along well with other employees.

License/Certificate

Possession of a valid Class C California driver's license.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Position requires working in a standard office environment and involves prolonged sitting, repetitive motion, walking, kneeling, squatting, stooping, turning, bending and upper body twisting in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data and using a computer keyboard. Additionally, the position requires near and far vision in reading statistical data and using the computer, and hearing is required when providing phone service. Incumbents may be required to lift files, papers and reports weighing up to 25 pounds.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."