



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ADMINISTRATIVE SECRETARY

<b>Group-Section:</b> Various	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 37 <b>Job #:</b> UA04
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### JOB SUMMARY

This is the journey level position performing Administrative Secretary job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

### OVERSIGHT

**Supervision Received:** The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

**Supervision Given:** None

### JOB DUTIES

1. Facilitates, prepares for, and accurately records all actions made during designated committee meetings, may serve as Board Committee Coordinator.
2. Transcribes meeting minutes or dictation from media.
3. Composes, formats, proofreads, edits, and routes Board letters and other correspondence.
4. Classifies, indexes, cross-references, and files, records and documents according to applicable protocols.
5. Coordinates and tracks the completion of projects.
6. Processes travel requests, prepares expense reports, and other administrative requests.
7. Tracks, processes, and routes contract renewals and amendments.
8. Tracks, processes, reconcile, and routes invoices for payment.
9. Receives purchase requests for products or services. Compares prices to determine vendor selection,

submits orders, receives merchandise, and reconciles monthly statements. May function as procurement-card holder.

10. Screens calls and visitors, schedules meetings, and arranges for necessary equipment.

11. Performs other related Administrative Secretary job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** High school diploma or general education development test (GED) and four years of relevant experience.

**Required Knowledge of:** Procedures, methods, equipment and software; principles of indexing and maintaining administrative files; English usage, spelling, grammar, document formats, punctuation, and business letter writing; and current office technology and equipment.

**Required Skills and Abilities to:** Type speed of 60 words per minute, organize; proofread; transcribe; maintain confidentiality; shift priorities to meet deadlines as needed; interpret and apply policies and procedures; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIREMENTS**

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

#### **Certificates**

- None

#### **Licenses**

- None

#### **Registrations**

- None

### **PHYSICAL DEMANDS, WORK ENVIRONMENT AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Job Title: Administrative Secretary

Job Code: UA04

Adopted: 03/11/13

Revised:

Supercedes:

Page 2

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*Metropolitan Water District of Southern California*

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements.

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Page 3