

CLASSIFICATION SPECIFICATION
CITY OF AVON
An Equal Opportunity Employer

Exhibit A
Ordinance No. 61-13

TITLE: Clerk/Secretary

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JOB RESPONSIBILITIES: Under direction, performs a variety of secretarial, clerical, and financial tasks in order to assist a Director, Board, or Commission with the efficient operation of their office.
Performs other related duties as required

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:

Completion of secondary education (high school or GED), supplemented by courses in typing, computer operations, general accounting, and office practices and procedures, ***proficiency in Microsoft Office, particularly Excel, Outlook Word and PowerPoint;*** plus prior secretarial work experience, or an equivalent ***combination of training and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.***

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
60-75	1. Performs a variety of secretarial tasks in order to assist a Director, Board, or Commission with the efficient operation of the department; schedules and confirms appointments; greets and assists visitors to the office; receives, screens, and directs calls; receives and distributes mail; <i>attends meetings;</i> records and transcribes dictation or minutes of meetings; types correspondence, reports, specifications, legislation, memos, forms, etc.; sets up and maintains departmental recordkeeping system; <i>inputs data into electronic recordkeeping systems; posts agendas/minutes and/or other pertinent documents to the City's website;</i> maintains project records; performs duties of an administrative nature as <i>necessary and as</i> instructed.	1. Knowledge of (1) department policies and procedures,* (2) office practices and procedures, (3) English grammar and spelling, (4) records management, (5) <i>Microsoft Office,</i> (6) <i>other computer hardware/software utilized by the City,*</i> (7) <i>public records laws,*</i> ability to (8) carry out instructions in written, oral, or picture form, (9) deal with problems involving several variables within familiar context, (10) prepare accurate documentation, (11) <i>proofread technical materials, recognize errors, and make corrections,</i> (12) communicate effectively, (13) maintain records according to established procedures, (14) develop and maintain effective working relationships; skill in (15) transcription, (16) typing, (17) computer operation, (18) use of modern office equipment.

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Developed by Clemans, Nelson & Associates, Inc.

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% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
10-25	2. Performs various fiscal functions in order to assist with the efficient operation of the department; <i>receives and processes payments/fees</i> ; prepares financial reports, prepares purchase orders, receives and processes invoices for payment, balances fund accounts; prepares and makes deposits; etc.	2. Knowledge of (1),* (2), (4), (5), (6),* (19) basic accounting; ability to (7), (8), (9), (10), (11), (13), (14), (20) calculate fractions, decimals, and percentages; skill in (17), (18).
10-25	3. Performs a variety of clerical <i>and support</i> tasks in order to assist with the efficient operation of the office (copies documents, files and locates documents, <i>prepares and provides required agendas/notices, etc.</i> , inventories and order supplies, <i>verifies data and information, receives and respond to e-mails, etc.</i> , <i>communicates with and coordinates with other Departments/personnel as appropriate</i>).	3. Knowledge of (1),* (2), (4); ability to (8), (9), (10), (11), (12), (13); skill in (15), (16), (17), (18).

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