



**CITY OF DOVER, NEW HAMPSHIRE**  
**Supplemental Position Description**

<b>Position:</b> Secretary - II	<b>Position Control No:</b> XX-XX-XX-XX
<b>Classification-Series:</b> Secretary - II	<b>FLSA Status:</b> Non-Exempt, Regular PT 28 hrs/wk
<b>Occupational Grouping:</b> Administrative Support Services	<b>Union - Grade:</b> DMEA – 14
<b>Organizational Unit:</b> DBIDA, Executive Department	<b>Primary Job Location:</b> City Hall, 288 Central Avenue

**JOB SUMMARY:** Performs highly responsible secretarial work and administrative support duties for a department head or senior executive.

**ACCOUNTABILITY:** Works under the general supervision of a department head or senior executive and may also receive direction from other department supervisors. Performs regular duties on own initiative and exercises discretion as delegated by the department head.

**SUPERVISION EXERCISED:** May provide instruction and lead assigned personnel in the completion of clerical and administrative support activities as delegated by supervisor and/or department head.

**TYPICAL EQUIPMENT USED:** Computer; telephone; calculator; copy and facsimile machines.

**TYPICAL WORK ENVIRONMENT:** Inside: 100%      Outside: 0%

**DUTIES AND RESPONSIBILITIES** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Receives telephone calls and visitors to office. Screens for nature of business, answers general inquiries based upon knowledge of departmental operations and refers when necessary.
2. Receives, sorts and distributes incoming and outgoing correspondence and packages.
3. Composes, prepares and formats a variety of correspondence, memoranda, forms and reports.
4. Schedules appointments and meetings for appropriate staff members. Arranges for meeting facilities and accommodations.
5. Attends meetings and functions as a representative of a department head or senior executive for the purpose of gathering information and making notes of proceedings.
6. Maintains an administrative filing system; maintains files of correspondence, memoranda, purchase orders, personnel actions and a variety of other materials.
7. Compiles statistics, maintains records and prepares reports related to financial, personnel and/or operational data.
8. Maintains inventory of office supplies and prepares purchase requisitions.
9. Assures proper maintenance of various office machines including typewriter, telephone, adding machine computer, printer and related equipment.
10. Coordinates activities with other employees, departments or agencies.

11. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
12. Maintains familiarity with and executes safe work procedures associated with assigned work.
13. Performs other related duties as required.

**TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:**

<p><b>LIFT:</b>          -up to 10 lbs.: Occasionally required.          -11 to 25 lbs.: Rarely required.          -26 to 50 lbs.: Not required.          -over 50 lbs.: Not required.</p> <p><b>CARRY:</b>          -up to 10 lbs.: Occasionally required.          -11 to 25 lbs.: Rarely required.          -26 to 50 lbs.: Not required.          -over 50 lbs.: Not required.</p> <p><b>REACH:</b>          -above shoulder height: Rarely required.          -at shoulder height: Occasionally required.          -below shoulder height: Occasionally required.</p>	<p><b>PUSH/PULL:</b> Occasionally required.  <b>TWISTING:</b> Occasionally required.  <b>BENDING:</b> Occasionally required.  <b>CRAWLING:</b> Not required.  <b>SQUATTING:</b> Rarely required.  <b>KNEELING:</b> Not required.  <b>CROUCHING:</b> Rarely required.  <b>CLIMBING:</b> Rarely required.  <b>BALANCING:</b> Not required.  <b>GRASPING:</b> Frequently required.  <b>HANDLING:</b> Frequently required.  <b>TORQUING:</b> Occasionally required.  <b>FINGERING:</b> Frequently required.</p>
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**DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:**

<p><b>CONSECUTIVE HOURS:</b>          Sit: 3 hours          Stand: 1 hour          Walk: 1 hour</p>	<p><b>TOTAL HOURS:</b>          Sit: 6 hours          Stand: 1 hour          Walk: 1 hour</p>
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**COGNITIVE AND SENSORY REQUIREMENTS:**

<p><b>TALKING:</b> Necessary for communicating with others  <b>HEARING:</b> Necessary for receiving instructions and information.  <b>SIGHT:</b> Necessary for performing job effectively.  <b>TASTING &amp; SMELLING:</b> Not required.</p>
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**TYPICAL WORK SURFACE(S):** Standard office desk and chair; service counter; tables; computer work stations; carpet, tile, concrete and wood floors.

**TYPICAL CONTROLS & EQUIPMENT:** Key board/pad; computer mouse; telephone.

**SUMMARY OF OCCUPATIONAL EXPOSURES:** May be exposed to copier and printer toner.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:** Considerable knowledge of secretarial practices and procedures. Considerable knowledge of business English, spelling, arithmetic and vocabulary. Considerable knowledge of modern office equipment, practices and procedures. Working knowledge of personal computer hardware and software including familiarity with the use of various software applications including word-processing, electronic spreadsheets and data bases. Ability to type accurately and rapidly. Knowledge of municipal finance and purchasing operations and overall city organization. Ability to maintain administrative, fiscal and general records and to prepare reports and answer questions from records. Ability to prepare effective

correspondence, reports and other documents. Ability to perform office management details with limited referral to a supervisor. Ability to maintain effective working relationships with department heads, employees, and the public and to deal with service problems courteously and tactfully.

**EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:** Minimum High School diploma or equivalent. Two (2) years of college or related vocational training preferred.

**SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):**

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input checked="" type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

**OTHER CONSIDERATIONS AND REQUIREMENTS:** The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Classification Established: 07/01/96

Job Description Developed: 07/01/96

Revised: 05/19/2015