



- Conduct special studies relating to the development and implementation of clerical procedures and policies.
- Recommend organizational or procedural changes affecting administrative clerical activities.
- Respond independently to letters and general correspondence of a routine nature.
- May serve as secretary to a board or commission preparing the agenda and taking minutes of meetings.
- Supervise, initiate, and maintain a variety of files and records of information such as payroll, attendance, budget, production, and cost records.
- Supervise, train, and evaluate subordinates.

## **QUALIFICATIONS**

### **Knowledge of:**

- English usage, grammar, spelling, and punctuation.
- Modern office methods, procedures, equipment, and business letter writing.
- Organization, procedures, and operating details of a municipal government.
- Record-keeping principles and procedures.
- Principles of supervision, training, and performance evaluation.
- Personal computer operation and software applications.

### **Ability to:**

- Interpret and apply administrative and departmental policies, laws, and rules.
- Compose correspondence independently.
- Compile and maintain complex and extensive records and files.
- Understand and carry out oral and written directions.
- Supervise, train, and evaluate subordinates.
- Operate a personal computer and applicable software programs.

### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade supplemented by specialized secretarial/ business related courses.

Experience: Four years of secretarial and clerical experience performing complex and responsible office and administrative duties.

**MEDICAL CATEGORY:** Group 1

### **NECESSARY SPECIAL REQUIREMENTS**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

### **CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Airport Operations Coordinator

**TO:** Administrative Analyst