

**CLASSIFICATION SPECIFICATION**

**CITY OF AVON**

An Equal Opportunity Employer

**TITLE:** Clerk/Secretary II

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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:** None.

<b>% OF TIME</b>	<b>ILLUSTRATIVE DUTIES:</b> (The duties listed below are intended to depict tasks performed by this classification.)	<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> (Minimal necessary to perform duties) [*Indicates developed after employment]
50-60%	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; attends meetings; records and transcribes dictation or minutes of meetings; types correspondence, reports, specifications, legislation, memos, forms, etc.; sets up and maintains departmental recordkeeping system; inputs data into electronic recordkeeping systems; posts agendas/minutes and/or other	1. <b>Knowledge of</b> (1) department policies and procedures,* (2) office practices and procedures, (3) English grammar and spelling, (4) records management, (5) Microsoft Office, (6) other computer hardware/software utilized by the City,* (7) public records laws;* <b>ability to</b> (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) proofread technical materials, recognize errors, and make corrections, (12) communicate effectively, (13) maintain

\*Indicates developed after employment.

**TITLE:** Clerk/Secretary II

Developed by Clemans, Nelson & Associates, Inc.

**Approval Date** \_\_\_\_\_  
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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]
	1. (continued) pertinent documents to the City's website; maintains project records; performs duties of an administrative nature as necessary and as instructed.	1. (continued) records according to established procedures, (14) develop and maintain effective working relationships, (15) travel to and gain access to work site; <b>skill in</b> (16) transcription, (17) typing, (18) computer operation including all related programs, (19) use of modern office equipment.
20-30%	2. Assists in the development of projects and manages projects until completion. Performs workflow coordination.	2. <b>Knowledge of</b> (1),* (2) – (6),* (20) project development, coordination and/or management <b>ability to</b> (9), (12), (13) – (15); <b>skill in</b> (18), (19).
20-30%	3. Performs various fiscal functions in order to assist with the efficient operation of the department; assists in the preparation and implementation of the departmental budget; receives and processes payments/fees; prepares financial reports, prepares purchase orders, receives and processes invoices for payment, balances fund accounts; prepares and makes deposits; maintains departmental financial records and accounts; etc.	3. <b>Knowledge of</b> (1),* (2), (4), (5), (6),* (20) basic accounting, (21) budgeting; <b>ability to</b> (8) – (15), (22) calculate fractions, decimals, and percentages; <b>skill in</b> (18), (19).

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