

## Promotional Employment Opportunity



Applications are being accepted for  
the position  
of  
**PUBLIC WORKS  
ADMINISTRATIVE SECRETARY**

Salary Range (per month):

\$3,594	3,783	3,982	4,192	4,413
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All qualified applicants are invited to apply. The application period closes Tuesday, October 12, 2021 at 5:00 p.m.

Apply to: Kristina Miller, City Manager. City Application form is required and is available on the City web site at [www.corning.org](http://www.corning.org); an attached supplemental Resume is desirable.

**The Position:** The Class Specification (job description) is attached for your information. This position is covered under the Miscellaneous Unit MOU and subject to benefits as specified for that Unit.

**Selection Process:** Applications will be screened, and qualified applicants will be invited to participate in the Written Examination, followed by an interview. The top candidates will be invited to interview with the City Manager for final selection. Employees who have successfully passed a comparable written exam may not be required to take the exam.

**THE CITY OF CORNING IS AN EQUAL OPPORTUNITY PROVIDER AND  
EMPLOYER**

This employment announcement is subject to change and does not constitute either an expressed nor implied contract.

## **ADMINISTRATIVE SECRETARY**

### **DEFINITION**

Under general supervision to perform a variety of highly responsible and complex clerical, secretarial and administrative duties in support of departmental operations; and to perform related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Administrative Secretary classification provides high-level and often confidential administrative and clerical support to a City department head. Interaction with City Council members, department heads and the public are an integral part of the incumbent's assignments. The Administrative Secretary is expected to perform the duties with minimal guidance and is expected to possess extensive knowledge of public agency office operations.

### **EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:**

- Performs a variety of highly responsible and complex secretarial and administrative duties in support of an assigned department, including but not limited to composing and/or preparing reports and correspondence which may include materials of a confidential nature; compiling data for reports and decision-making purposes; scheduling meetings and appointments; maintaining calendars; making travel and accommodation arrangements; establishing and maintaining office filing systems; maintaining computer record-keeping systems, etc.
- Serves as primary secretary to the department head and assists in the coordination of department activities; serves as department liaison to other management staff.
- Communicates with a variety of City personnel, management staff, outside agencies and the public to exchange information, resolve issues or concerns, and coordinate activities.
- Maintains department budget information as assigned.
- Reviews and checks documents for completeness, accuracy and conformance with applicable rules, regulations, and procedures.
- Provides information where judgment, knowledge and interpretation of policies and regulations are necessary.
- Attends meetings as required; takes and transcribes meeting minutes; prepares meeting agendas and related materials.
- Types or word processes, prepares, processes, copies, files and/or transmits a variety of routine and confidential documents, which may include reports, records, logs, notices, grant documents, permit applications, resolutions, ordinances, press releases, correspondence, etc.
- Enters and retrieves computer data and information; prepares spreadsheets and other computer-generated reports.
- Obtains estimates for and requisitions office supplies as needed; maintains supply inventory.
- Receives and screens office visitors and telephone calls; provides accurate information as requested and/or forwards calls to appropriate staff person; takes messages as needed.
- May perform routine bookkeeping duties, including receiving and receipting various fees and/or fines, processing invoices for payment, preparing bid packages and purchase orders, assisting with budget preparation, etc.
- Completes and/or assists with special projects as requested.
- Performs general clerical duties, including but not limited to copying and filing documents, sending, and receiving faxes, collating materials, maintaining logs and lists, processing daily mail, etc.
- Attends meetings, training, workshops, etc., as appropriate to enhance job knowledge and skills.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Pertinent federal, state, and local laws and regulations; City policies and procedures.
- Basic organization and functional responsibilities of City government.
- Standard secretarial / clerical practices and procedures, including business letter writing and the operation of common office equipment.
- Record-keeping, report preparation and filing systems and methods.
- Methods of preparing and processing various records, reports, forms, and other documents peculiar to assigned department or program.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Modern office practices and technology, including the use of computers for word and data processing, spreadsheet preparation and records management.
- Basic business arithmetic.

### **Ability to:**

- Understand, interpret and apply all pertinent laws, codes, regulations, policies and procedures, and standards.
- Understand and follow complex oral and written instructions.
- Analyze complex clerical problems, evaluate alternatives, and make sound recommendations.
- Research and compile a variety of information and materials.
- Compose routine correspondence and reports independently or from brief instructions.
- Type or word process and enter computer data accurately at speeds necessary for successful job performance.
- Use computers effectively for word and data processing and records management.
- Safely and efficiently operate basic office equipment.
- Communicate clearly and concisely, both orally and in writing.
- Maintain accurate records and files.
- Perform required mathematical computations accurately.
- Organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction.
- Maintain a high degree of confidentiality.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Deal tactfully and effectively with persons contacted in the course of work, including those of diverse socio-economic and cultural backgrounds.
- Perform work effectively despite frequent interruptions and the pressure of deadlines.

### **Education and Experience:**

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

#### **Education:**

A High School Diploma or GED equivalent.

#### **Experience:**

Four years of increasingly responsible general clerical and secretarial experience.

#### **Other Requirements:**

Must possess a California driver's license and have a satisfactory driving record.



# City of Corning EMPLOYMENT APPLICATION

Return completed application to:

Personnel Department  
794 Third Street • Corning, CA 96021  
(530)824-7033 • www.corning.org

Date \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Rate of pay expected \_\_\_\_\_

Name \_\_\_\_\_ Email address \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Mailing Address (If different from above) \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Message Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Are you a U.S. Citizen?  Yes  No If not, are you a legal resident?  Yes  No

Driver's License # \_\_\_\_\_ Class \_\_\_\_\_ State Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

Were you previously employed by the City of Corning?  Yes  No If yes, when? \_\_\_\_\_

Under what names? \_\_\_\_\_

List any relatives working for the city:

NAME	ADDRESS	PHONE #	RELATIONSHIP

Do you type?  Yes  No \_\_\_\_\_ WPM

Do you possess any licenses, permits, certificates or any experiences, skills or qualifications which would be applicable for work with the City? Please list any foreign language(s) in which you are fluent.

Describe \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	Name & Address of School	Course of Study	No. of Sem Units	Did You Graduate?	Diploma or Degree	Grade Point Average
High School						
College						
Other (Specify) Business, Trade, etc.						



In order for your application to be considered, the following section **MUST** be completed.

A resume may be attached but will not be acceptable in lieu of this section.

List below all present and past employment **FOR THE LAST 10 YEARS** beginning with your most recent job.

Dates Month - Year	COMPANY	POSITION HELD	
	ADDRESS	YOUR SUPERVISOR	
Start	BUSINESS	YOUR DEPARTMENT	PHONE #
End	REASON FOR LEAVING	YOUR DUTIES	
Total Time			
Dates Month - Year	COMPANY	POSITION HELD	
	ADDRESS	YOUR SUPERVISOR	
Start	BUSINESS	YOUR DEPARTMENT	PHONE #
End	REASON FOR LEAVING	YOUR DUTIES	
Total Time			
Dates Month - Year	COMPANY	POSITION HELD	
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End	REASON FOR LEAVING	YOUR DUTIES	
Total Time			
Dates Month - Year	COMPANY	POSITION HELD	
	ADDRESS	YOUR SUPERVISOR	
Start	BUSINESS	YOUR DEPARTMENT	PHONE #
End	REASON FOR LEAVING	YOUR DUTIES	
Total Time			

May we contact the employers listed?

Yes  No If not, which one(s) may we contact?

\_\_\_\_\_

\_\_\_\_\_

Have you every been discharged or forced to resign?

Yes  No If yes, describe:

\_\_\_\_\_

\_\_\_\_\_

I HEREBY CERTIFY THAT MY ANSWERS TO THE QUESTIONS IN THIS APPLICATION ARE COMPLETE, ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE. I AGREE AND UNDERSTAND THAT ANY OMISSION OR MISSTATEMENTS OF MATERIAL FACTS CONTAINED IN THE APPLICATION MAY CAUSE ME TO FORFEIT ALL RIGHTS OF EMPLOYMENT. I UNDERSTAND THAT THE INFORMATION PROVIDED BY ME WILL BE VERIFIED AND THAT FAILURE TO COMPLETELY ANSWER ANY QUESTION MAY RESULT IN MY NOT BEING CONSIDERED FOR EMPLOYMENT. **THE CITY OF CORNING IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_