

CITY OF HAMILTON

CITY MANAGER'S DEPARTMENT (CITY CLERK'S DIVISION – ELECTIONS & PRINT MAIL – LOCATION – CITY HALL)

SECRETARY - ELECTIONS – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Deputy Clerk/Manager of Elections performs secretarial and administrative duties of a confidential nature.

GENERAL DUTIES

Word process correspondence and reports of a confidential and general nature.

Provide administrative support to Co-ordinators within the Counter Services and Budgets sections.

Organize administrative processes to assist the Manager and Co-ordinators in all matters pertaining to the efficient operations of the Section.

Process incoming mail by sorting and distributing as appropriate, maintaining confidentiality when necessary to do so.

Compile and update statistics as required.

Assume responsibility for maintenance issues, for both equipment and offices by ensuring that problems are relayed to appropriate individual(s).

Draft correspondence for Manager's signature relating to program information, acknowledgements, departmental protocols and routine requests for information.

Schedule meetings and ensure appropriate agenda is prepared and meeting room reserved.

Co-ordinate Manager's schedule by prioritizing meetings with numerous interested groups and individuals such as staff, management, stakeholders, advocacy groups and other outside agencies, ministries and municipalities.

Maintain and monitor the Manager's filing system.

Transcribe, prepare, photocopy and co-ordinate information packages for meetings both on-site and off-site for numerous agencies and organizations.

Maintain and process the Administrative Assistant to the Clerk's vacation requests, E-days, sick time ensuring information is error free and up-to-date.

Respond to incoming telephone calls or redirect as appropriate.

Monitor Manager's Electronic Mail messages ensuring no important matters remain outstanding.

Maintain bring-forward file for daily activities.

Prepare and verify staff mileage forms ensuring information is accurate.

Prepare and process purchase requisitions, cheque requisitions, invoices and purchase orders.

Verify monthly transaction listings to ensure office supply account remains within allocated budget.

Assist with all election related matters such as inputting data election related data, distributing election materials and filling and distributing supply boxes for election workers.

Must be flexible in work schedules and available to work overtime as required to meet election operational needs.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated experience in the duties listed above, normally acquired through a combination of education and relevant work experience.
2. Keyboarding at 50 words per minute with accuracy.
3. Ontario Secondary School Diploma. Acquire a level of competence in specialized knowledge and skills. Have a minimum of 30 credits from Ontario Secondary School (Grade 12); some degree of specialization in word processing skills; the ability to take dictation using shorthand skills.
4. Must be familiar with Word and Excel operations and be able to input data at an acceptable speed. Able to prepare statistical data.
5. Previous experience in the routine operation of a business office.
6. Must possess excellent interpersonal skills and the ability to relate to elected officials, peers, superiors and the general public with tact and professionalism.
7. Must possess maturity, initiative, good judgement and the ability to provide guidance and take leadership role when necessary.
8. Must have a good knowledge of Business English and office procedures.
9. Must be flexible in work schedule and available to work overtime as required to meet election operational needs.