

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT (CITY CLERK'S DIVISION)

SECRETARY - LEGISLATIVE - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Legislative Services/Deputy Clerk, perform secretarial and administrative duties of a confidential nature.

GENERAL DUTIES

Word process correspondence and reports of a confidential and general nature from dictaphone and copy.

Provide administrative support to Co-ordinators in the Legislative Services and Records section.

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

Process all 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 confidential personnel files as well as Manager's filing system.

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

Maintain and process employee vacation requests, E-days, sick time ensuring information is error free and up-to-date. Verify weekly attendance reports for Human Resources.

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.

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 have a good knowledge of Business English and office procedures.
7. Must possess excellent interpersonal skills and the ability to relate to elected officials, peers, superiors and the general public with tact and professionalism.
8. Must possess maturity, initiative, good judgement and the ability to provide guidance and take leadership role when necessary.