

# CITY OF SIMI VALLEY

## RECORDING SECRETARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general direction, acts as a recording secretary to the City Council or policy making committee; performs a wide variety of responsible, confidential and complex duties related to the recording, preparation, transcription and maintenance of records and documents; and answers questions and provides information to City staff and the public.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Act as a recording secretary to the City Council or a policy making committee; perform a wide variety of responsible, confidential and complex duties related to the recording, preparation and maintenance of records and documents.
2. Attend a variety of meetings including City Council, committees, departmental and related meetings with outside agencies; prepare minutes for selected meetings; disseminate information to City staff.
3. Prepare finalized agenda by summarizing information; compile packet documents; edit and proofread agenda and various other documents for accuracy.
4. Answer questions and provide information to City staff and the public regarding City procedures and policies; may perform notary public duties.
5. Screen office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities.
6. Compose, type and proofread a wide variety of complex and confidential documents, reports, letters and memoranda; type from recording or verbal instruction.
7. Perform a variety of research activities for various departments and the public; update and prepare various information and/or staff reports, statistical reports and data; develop historical records on research efforts.
8. Maintain a complex filing system for official documents and City records; maintain records of appointments to City Commissions, Boards and Committees; index all meeting notes from files to computer system; photocopy documents; may certify documents as official City records; ensure accurate filing procedures.
9. Assist in records management for the assigned department; file, audit, and retrieve requested records; follow destruction schedule for temporary records.
10. Prepare legal notices and advertisements for publication; mail to appropriate parties; coordinate ad posting.

11. Participate in the preparation of elections; update and prepare election notebook and appropriate forms for all candidates.
12. Assist in a variety of department operations; perform special projects and assignments as requested.
13. Attend and participate in support staff group meetings as required.
14. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Modern office procedures, methods and equipment including computers.  
Principles and procedures of record keeping.  
Principles of business letter writing and basic report preparation.  
Practices and techniques of minute taking and preparation.  
English usage, spelling, grammar and punctuation.  
Pertinent federal, state and local laws, codes and regulations.

#### **Ability to:**

Perform responsible and difficult recording secretarial work involving the use of independent judgment and personal initiative.  
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.  
Interpret and apply administrative and departmental policies and procedures.  
Maintain accurate, complete and confidential records.  
Independently prepare correspondence and memoranda.  
Type at a speed necessary for successful job performance.  
Attend meetings at irregular hours.  
Work independently in the absence of supervision.  
Maintain tact and courtesy in high stress environment.  
Operate and use modern office equipment including a computer.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

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

#### **Education/Training:**

Equivalent to the completion of the twelfth grade.

#### **Experience:**

Two years of administrative support experience.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting; exposure to computer screens.

CITY OF SIMI VALLEY  
Recording Secretary (*Continued*)

**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment; sitting for prolonged periods of time; extensive use of computer keyboard; light to moderate lifting may be required.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

Adopted: October 2003  
*Johnson & Associates*

Revised: July 2016; May 2020