



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: SECRETARY

DEFINITION: Under direction, performs a wide variety of responsible secretarial, clerical and general office work for a department head.

EXAMPLES OF DUTIES:

- Takes and transcribes dictation, typing a variety of letter, memoranda, reports, records and schedules, including material of a confidential nature;
- Receives and screens office mail and phone calls and arranges appointments;
- Interprets departmental policies, procedures and operations to the public or City personnel;
- Composes routine correspondence and reports independently;
- Compiles information and data for use in preparing various records and reports;
- May supervise other clerical personnel;
- May assume responsibility for office in absence of department head;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Education equivalent to graduation from high school and at least five years stenographic and clerical experience.

HISTORY:

Approval/Adoption Dates: 04/01/72