



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: SECRETARY TO THE CITY AUDITOR

DEFINITION: Under direction, serves as confidential secretary and administrative assistant to the City Auditor.

EXAMPLES OF DUTIES:

- Establishes and maintains calendars, files and records for the City Auditor;
- Takes rapid shorthand dictation of complex auditing matters and accurately transcribes, edits and proofs same within required time constraints;
- Formats and prepares final drafts of a wide variety of audit reports including complex financial statements, general correspondence, statistical reports and other reports, all under limited direction;
- Serves as department payroll/personnel assistant;
- Receives and screens office mail and phone calls and arranges appointments;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Education and training equivalent to graduation from high school and five years of increasingly responsible secretarial experience; thorough knowledge of audit report and financial statement formats; skill to type 90 words per minute and take shorthand dictation at 120 words per minute with accuracy and ability to use word processing equipment.

HISTORY:

No prior Classification Specification.

Approval/Adoption Dates: 01/07/83