

Introduced by: Mayor  
Date: Aug. 7, 1984 /Postpon.  
Vote: 15 YES, 1 NO 9/4/84  
Action: ADOPTED

KENAI PENINSULA BOROUGH

RESOLUTION 84-143

PROVIDING FOR THE JOB DESCRIPTION OF THE PERSONNEL SECRETARY TO THE PERSONNEL OFFICE.

WHEREAS, a job position of Personnel Secretary is necessary to provide direct clerical and administrative support for the Personnel Office;

NOW THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

Section 1. That the following description identifies the job title and the office functions of the Personnel Secretary:

Position Description: Personnel Secretary

Service Type: Administrative

Definition:

Under the general direction and supervision of the Kenai Peninsula Borough Personnel Officer, the Personnel Secretary schedules appointments, gives information to callers and otherwise relieves the official of clerical work and minor administrative and business detail.

Minimum Qualifications:

Qualifications for this position includes graduation from an accredited high school or GED equivalent and two (2) years secretarial experience (twenty-one semester hours academic work in office procedures may be substituted for one years experience). This position also requires a demonstrated ability to type at 70 wpm with 4 or less errors in 100 words. legible handwriting, operation of a 10 key calculator and familiarity with computer terminals. Finally, an ability to work with minimum supervision is required.

Responsibilities:

1. Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer.
2. Takes dictation by machine and transcribes notes on typewriter, or word processing

equipment. May additionally transcribe from voice recordings.

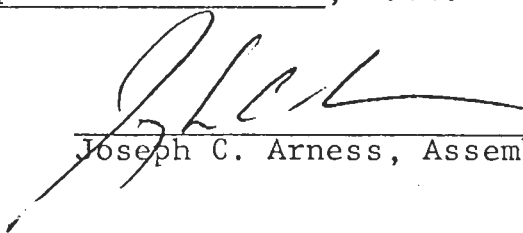
3. Composes and types routine correspondence.
4. Files correspondence and other records.
5. Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
6. Schedules appointments for employer.
7. Greets visitors, ascertains nature of business, and conducts visitor to employer or appropriate person.
8. Arranges travel schedule and reservations.
9. Compiles and types statistical reports.
10. Inputs personnel information into computer terminals.
11. Administers personnel tests such as typing, calculator, dictation, etc., as required.
12. Any additional duties that may occur as a result of the work load of the Personnel department and/or be assigned by the Personnel Director.

Examination:


Typing test as required.

Section 2. That this resolution takes effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON THIS 4th DAY OF September, 1984.

  
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Joseph C. Arness, Assembly President

ATTEST:

  
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Acting Borough Clerk