

CONFIDENTIAL SECRETARY

The City of Harrisburg is accepting applications for the position of Confidential Secretary in the Department of Administration, Office of the Business Administrator. The employee in this position performs high-level and complex secretarial and administrative tasks for the Business Administrator. This position is responsible for performing specific assignments in support of the day-to-day operations of the office and has frequent contact with City personnel and the general public. This position works under the direct supervision of the Business Administrator and is a non-supervisory, management and FLSA-exempt position.

The successful candidate will possess an associate degree in business, administration or related field plus two years of experience in an advanced secretarial or administrative position; or five years of prior experience in an advanced secretarial position; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Ability to type 50 words or more per minute. Must possess a valid Pennsylvania Driver's License, Class C, or equivalent.

The annual salary range is \$45,000 to \$48,000 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history, without delay, to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov/careers

JOB TITLE

**Confidential Secretary - Department of Administration
Office of the Business Administrator**

GENERAL STATEMENT OF DUTIES

The employee in this position performs high-level and complex secretarial and administrative tasks for the Business Administrator. This position is responsible for performing specific assignments in support of the day-to-day operations of the office and has frequent contact with City personnel and the general public. This position works under the direct supervision of the Business Administrator and is a non-supervisory, management, FLSA-exempt position.

EQUIPMENT /JOB LOCATION

Work is performed at the Rev. Dr. Martin Luther King, Jr., City Government Center. The position requires the use of a personal computer, Office 365 and Microsoft Excel, Access, Outlook, PowerPoint and Word software, copier, fax machine, scanner, multi-line telephone and other related office equipment. Duties are typically performed weekdays from 8:00 a.m. to 5:00 p.m.; however, this position may require occasional evening, weekend and holiday duties.

ESSENTIAL FUNCTIONS

Work involves, but is not limited to, the following: Serves as receptionist, greets visitors at the door, answers telephones and takes messages for the Business Administrator. Screens visitors. Handles all aspects of the Office of the Business Administrator in a confidential manner. Keeps a schedule of meetings for the Business Administrator. Maintains a daily work flow log utilizing already established calendar system in Microsoft Outlook. Types letters, memoranda, complex accounting and financial statements, investigative reports, lists, statistical tabulations, technical reports and data. Proofreads typewritten and printed materials. Keeps records and assembles a variety of data from office records for incorporation into various reports. Receives and organizes monthly status reports. Prepares and processes requisitions, expense vouchers, purchase orders, forms, insurance claims and miscellaneous material. Prepares graphs and charts utilizing Excel. Gathers data and information from public and private sources and compiles such into logical order for review by supervisor. Uses initiative to resolve problems. Reviews reports for accuracy and completeness and recommends follow through actions when appropriate. Creates or improves upon existing administrative systems, including accounting, computer, filing and general record keeping. Gives general information in response to public inquiries about matters involving City policies and practices. Reads and routes incoming mail and assembles files or other materials to facilitate reply by the Business Administrator. Prepares responses to correspondence for Business Administrator. Reviews news

JOB TITLE

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ESSENTIAL FUNCTIONS (CONT.)

periodicals and articles pertaining to the City providing the information to the Business Administrator. Reviews, classifies and enters all insurance claims received into the risk management system. Researches and gathers information on insurance claims for claims adjusters, keeping track of the status of all claims and advising claimants and the public of the status of insurance claims. Generates correspondence for claims (collection claims) relating to damage to City property and performs follow-up on Collections Claims. Forwards claims to Law Bureau when necessary and establishes payment plans on those claims when needed. Processes payments received. Completes all assignments in an efficient, consistent and timely manner. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Works in collaboration with the Special Assistant to the Mayor to ensure office coverage during normal business hours, scheduled vacations and personal days off. Maintains regular, punctual attendance. Reports to work and remains at work in a productive condition which includes not being under the influence or impaired by the use of alcohol and/or drugs.

NON-ESSENTIAL FUNCTIONS

Conducts oneself in the best interest of the City and in accordance with the highest ethical standards. Performs other duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES

- Must possess interpersonal skills required to handle sensitive and confidential situations or information with considerable knowledge of office rules, regulations and procedures.
- Ability to maintain strict confidentiality in all matters.
- High degree of competence in standard business procedures and ability to apply such knowledge to specific operations of City government.
- Proficient skills in the operation of a personal computer and Microsoft Office Suite (Microsoft Word, Excel, Outlook, etc.).
- Ability to successfully manage a variety of projects simultaneously.
- Highly proficient in grammar and spelling.
- Excellent organizational skills.
- Ability to understand and follow oral and written instructions.
- Ability to maintain files.
- Ability to create databases and prepare correspondence, reports, tables and charts.
- Ability to perform projects and assignments independently with minimal supervision.

JOB TITLE

**Confidential Secretary - Department of Administration
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REQUIRED KNOWLEDGE AND ABILITIES (CONT.)

- Ability to exercise discretion, use sound judgment and act in a professional and courteous manner with the public, elected officials, department heads and other employees.
- Knowledge of the operations of municipal governments.
- Knowledge of liability insurance policies.
- Ability to communicate effectively both orally and in writing.
- Ability to identify administrative and operational deficiencies and recommend corrective action.
- Ability to develop and maintain effective working relationships with supervisors, peers, subordinates, committees and outside agencies.
- Ability to type a minimum of 50 words per minute.

QUALIFICATIONS

An associate degree in business, administration or related field plus two years of experience in an advanced secretarial or administrative position; or five years of prior experience in an advanced secretarial position; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Ability to type 50 words or more per minute. Must possess a valid Pennsylvania Driver's License, Class C, or equivalent.