

SECRETARY I

The City of Harrisburg is seeking qualified applicants to fill the position of Secretary I in the Department of Public Works, Bureau of Neighborhood Services. This is an entry level position responsible for performing varied secretarial, typing, word processing, filing, copying, and other clerical duties as required. The work requires the exercise of good judgment in the application of prescribed procedures and methods to routine clerical matters, including receptionist duties. Work is sedentary in nature and carried out in accordance with established routines and instructions. Work is performed under the general guidance and supervision of the Parks and Recreation Maintenance Director.

Minimum qualifications include a high school diploma, or equivalent; one (1) year of experience in the clerical field involving computers and computer software; and the demonstrated ability to type 50 or more words per minute. However, other equivalent combinations of experience and training which provide the required knowledge, skills and abilities may also be considered. A valid Pennsylvania Driver's License, Class C, or equivalent is required

We offer a competitive salary package (\$31,996.79 which increases to \$37,643.28 after six months) plus excellent fringe benefits.

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@cityofhbq.com **(electronic submission preferred)**

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

JOB TITLE

Secretary I - Department of Public Works – Bureau of Neighborhood Services

DEFINITION:

This is an entry level position responsible for performing varied secretarial, typing, word processing, filing, copying, and other clerical duties as required. The work requires the exercise of good judgment in the application of prescribed procedures and methods to routine clerical matters, including receptionist duties. Work is sedentary in nature and carried out in accordance with established routines and instructions. Work is performed under the general guidance and supervision of the Parks and Recreation Maintenance Director.

EQUIPMENT/JOB LOCATION

Work is performed in the administrative offices located in the Parks Maintenance Building. Work includes the use of office equipment such as computers, copiers, filing cabinets, telephones, dispatch radio, calculators, and facsimile machines; office supplies such as pens, pencils, paper (weighing up to 20 lbs), tablets, envelopes, toner, paper clips, rubber bands, binders, folders, and ink; computer software programs such as Microsoft Word and Excel; informational guides such as files, databases, dictionaries, and instructional manuals. Duties typically are performed on weekdays from 6:30 a.m. to 3:00 p.m.

ESSENTIAL FUNCTIONS

Work involves, but is not limited to, the following: Types letters, memoranda, accounting and financial statements, lists, statistical tabulations and data, forms, vouchers, technical reports, requisitions, purchase orders, notices, and miscellaneous material. Serves as a receptionist, answers telephones, transfers calls, documents messages, and gives general information in response to public inquiries. Handles all tree calls and tree-call follow up, including preparation of certified letters. Keeps Tree Permit records and schedules appointments. Sorts, indexes, and files material alphabetically, numerically, topically, and geographically. Proofreads and reviews reports and other documents for accuracy and conformity with established procedures. Reads and routes incoming mail and assembles files and other materials to facilitate reply by a superior. Maintains lists as required. Assembles a variety of data from office records for incorporation into various reports. Maintains an adequate inventory of office supplies, including paper. Performs routine operational custodial duties, assists co-workers, and maintains a safe work environment. Maintains regular, punctual and predictable 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. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

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NON-ESSENTIAL FUNCTIONS

Performs other reasonably related duties in equal or lower classification as assigned by supervisory personnel. Performs work as directed by supervisors in accordance with Article XXX, Job Classifications, Section 1 provision of the Basic Labor Agreement.

REQUIRED KNOWLEDGE AND ABILITIES

- Comprehensive knowledge in the operation of computer equipment and office terminology, procedures, and equipment.
- Proficient in grammar and spelling.
- Possesses and practices good telephone etiquette.
- Ability to operate personal computers and networks.
- Ability to understand and follow instructions.
- Ability to document legibly and provide coherent information.
- Ability to research and access information.
- Ability to get along well with others; clerical aptitude, good judgment.
- Ability to organize files to easily facilitate review of various information contained in respective files.
- Ability to use computer programs such as Microsoft Word and Excel.

QUALIFICATIONS

High school diploma or equivalent.

One (1) year of experience in the clerical field involving computers and computer software.

Typing speed of 50 or more words per minute.

Or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Valid Pennsylvania Driver's License, Class C, or equivalent.