

CITY OF RIVERTON  
JOB DESCRIPTION

CITY SECRETARY

**SUMMARY:** Performs a variety of complex clerical and public contact work requiring confidentiality and exercise of independent judgment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following (other duties may be assigned):

Ability to provide exceptional customer service.

Answer and route phone calls, greet the public and direct to the proper department.

Provide clerical support for the City Administrator, Senior Staff and Elected Officials.

Draft correspondence, resolutions, ordinances and other documents as directed.

Organize and maintain City calendar, email, website and filing systems, including assistance with the Records Management Program.

Ability to work flexible hours – some evening work required.

Attend City Council meetings as required, prepare agendas, take and draft meeting minutes. Attend other Committee or Board meetings as assigned.

Advertise agendas, and meetings according to statutory requirements.

Maintain updates on legal publications.

Participate in the arranging of meetings and travel accommodations, including credit card check out and vehicle transportation.

Purchases office supplies as needed. Prior Supervisor review and approval of purchases is required.

Operate equipment including a typewriter, computer (both desktop and laptop), fax machine, telephone, two-way radio, copier, and 10-key adding machine/calculator.

**SUPERVISORY RESPONSIBILITIES:** None

**SUPERVISION RECEIVED:** Works under the general supervision of the Administrative Services Director.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High School diploma or general education degree (GED). Three (3) years of experience in the clerical support field. Combination of education and experience will be accepted.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence and memos. Ability to compose simple correspondence. Ability to effectively present information to customers, clients and other employees of the organization in one-on-one and small group situations. Considerable knowledge of grammar, spelling, punctuation and office practices and procedures.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Ability to be bonded.

**OTHER REQUIRED KNOWLEDGE, SKILLS and ABILITIES:** Ability to operate specific equipment. Ability to type, with accuracy, at a minimum speed of 50 words per minute. Ability to pass a basic spelling/grammar test.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger; handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The stress level for the position is usually low, with occasional periods of moderate to high stress when meeting deadlines.