



CITY OF HAGERSTOWN

POSITION AVAILABLE

Wastewater Department Administrative Secretary II \$34,195 - \$55,057 DOQ

The Administrative Secretary II position will work directly for the Laboratory Manager and will perform advanced clerical, secretarial and other administrative duties for department staff. This position will serve as the primary support person for the Laboratory and Water and Wastewater Engineering Division and may oversee and direct the work of others. This position may be required to perform specialized tasks unique to the assigned department and may perform tasks which are highly confidential, requiring extreme discretion.

Qualifications: A minimum of four (4) years of experience in the secretarial field. Experience and knowledge of office automation techniques, including familiarity with a variety of word processing, spreadsheet, database and specialized software packages, various filing systems and overall office management techniques. A High School Diploma or equivalent, plus training or education in secretarial science, office automation, business administration, computer science, bookkeeping, accounting or a related field.

Essential Functions: Duties may include, but are not limited to: Assists departmental staff by performing general clerical and accounting duties, maintaining schedules, screening calls, mail, and correspondence; may serve as a departmental receptionist; prepares reports and correspondence for governmental agencies, elected officials, the public and internal use; may be responsible for personnel reports, records, accident claim filings, payroll and purchasing and serves as point of contact for other City departments; may serve as support to a citizen board or commission and be responsible for taking dictation or minutes of meetings, and transcribing minutes; may administer department's petty cash fund; performs all necessary filing, copying, typing, etc., for staff and assists the remainder of the department when required; compiles data and develops reports for Department Manager and staff; may assist in departmental budget preparation and submission; assists in maintaining department inventories, records, either manually or through automation and reconciles same; may attend meetings during after working hours; perform other job related duties as required.

For a complete job description or to apply online, visit our website at www.hagerstownmd.org/jobs. Deadline to apply is 4:30 pm Friday, October 7, 2022. Candidates requiring special assistance should call (301) 739-8577 ext 828.