

CITY OF SIKESTON, MISSOURI - JOB DESCRIPTION

Job Title: Secretary **Entry Grade:** Contract
Department: DPW, DED, Admin Services & Gov. Services **FLSA Status:** Eligible

Acknowledged
By Initialing:

_____ **Supervision Received:**

Reports to and receives general and specific supervision from the assigned department head or his designee.

_____ **Supervision Exercised:**

None, or as assigned.

_____ **Responsibilities:**

Performs wide range of clerical and receptionist duties including but not limited to greeting visitors; screening telephone calls; mail preparation and processing; conducting research; preparation of correspondence, reports and minutes; typing and filing; and other duties as may be assigned.

_____ **Essential Functions of the Job:**

Ability to sit or stand for extended periods of time; ability to communicate verbally and in writing; ability to operate basic office equipment having keyboards, button, and dials; ability to manually grasp, push, pull and lift objects weighing up to 25 pounds.

_____ **Knowledge, Skills and Job Requirements:**

Must have one (1) year secretarial experience or comparable education with office experience; must possess a good working knowledge of keyboarding with word processing and database software; must possess thorough knowledge of standard filing procedures; must exhibit good interpersonal and communication skills; must exhibit high degree of confidentiality and discretion; may be required to work irregular hours; must maintain active landline or cellular telephone; will be required to successfully complete drug/alcohol screening and intensive background checks.

_____ **Equipment Used or Operated:**

Voice communication equipment such as telephones, typewriter, computer with peripherals, photocopier, 10-key calculator, and other basic office equipment

The undersigned, before assignment to any position as described in the foregoing job description, hereby acknowledges he/she has read said job description and each subpart thereof and consents to its content. Additionally, applicant indicates his/her consent to any testing provided for in the written job description and authorize the City of Sikeston to conduct background checks, such as, but not limited to, prior employment, driving violation and criminal histories, as may be required for said position.

Applicant

Date