

Job Title: Executive Secretary

Supervisor: Mayor and Legal and Administrative Director

Responsibility and Accountability

| Functional responsibilities | Method of accountability |
|----------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 1. Assist the Mayor in his/her responsibilities as the City's Chief Executive Officer | Supervisor and community feedback |
| 2. Assist the Legal and Administrative Director in his/her various responsibilities | Supervisor and community feedback |
| 3. Production, organization and processing of various legal paperwork, documents and discovery | Supervisor feedback |
| 4. Interaction with the Police Department, the Fallon Municipal Court, and other law enforcement agencies and Courts | Supervisor feedback |

| Most important frequently occurring tasks | Percentage of total time consumed by this task | Purpose and desired outcome of the task | How often is this task performed (Daily, Weekly, Monthly) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| 1. Assist the Mayor with scheduling, handling and prioritizing phone calls, help with critical issues by giving the Mayor all pertinent information and putting together materials for responses and correspondence, and organization and maintenance of confidential records and information | 33% | Positive customer service to citizens, positive public image for the Mayor and the City, making most efficient use of the Mayor's time through prioritization and scheduling, and maintaining confidentiality | Daily |
| 2. Assist the Legal and Administrative Director with scheduling, handling and prioritizing phone calls, draft and revise correspondence, produce, organize, process and maintain various legal paperwork, documents and discovery, draft Municipal Court documents, prepare and maintain Municipal Court prosecution files, receive and distribute mail, and receive and maintain confidential City records, police reports, Court documents, and records of criminal history | 33% | Positive customer service to citizens, positive public image for the City, making most efficient use of the Legal and Administrative Director's time through prioritization and scheduling, and maintaining confidentiality | Daily |

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 3. Interaction, coordination, and correspondence with the Fallon Police Department, Fallon Municipal Court, and other law enforcement agencies and Courts | 10% | Maintain positive relationships and dialogue with various agencies and people | Daily |
| 5. Assist various City department heads and employees with administrative tasks, correspondence, filing and organization | 10% | Maintain positive relationships with all City department heads and employees and assist as necessary with administrative tasks affecting City business and operations | Daily |
| 6. Plan, coordinate, attend, and assist at City special events and ceremonies | 7% | Positive experience for event and ceremony attendees | Daily |
| 9. Other duties as assigned by the Mayor and/or the Legal and Administrative Director | 7% | | Daily |
| Total | 100.00% | | |

Knowledge, Experience, Education and Certification

Knowledge: Organization, filing, customer service, phone courtesy, administrative procedures, efficient in computers and computer software, Court procedure

Experience: Prior administrative secretarial experience preferably in a legal setting

Education: High School

Certification: Notary

Or

Any equivalent combination of education and experience

Physical demands: Occasional light lifting, walking, some bending, stooping, squatting