



City of Kansas City, Missouri Job Class Specification

Job Title: ADMINISTRATIVE SECRETARY

Department: MULTI

Job Code: 1040U

Status: EXEMPT

Grade:

UNCLASSIFIED

Summary

An administrative secretary performs skilled secretarial and administrative work of a responsible and confidential nature. An employee of this class is required to understand decisions and policy and to correctly transmit orders and instructions.

Work involves taking dictation, composing correspondence, preparing comprehensive reports, keeping activity and expenditure records, and doing related secretarial work. This employee usually receives only generalized work instructions and is required to make independent work decisions. The exact nature of duties depends on the department to which the incumbent is assigned and upon the discretion of the appointing authority.

Duties and Responsibilities

Technical Skills

Education and Experience

Certificates/ Licenses/Special Requirements

Must pass a background check as prescribed by the City.

Supervisory Responsibility

Supervision may be exercised over subordinate personnel.

Supervision Received

General supervision with considerable latitude for independent judgment.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

5/91

Revised

09/06, 01/2024