



## **EXECUTIVE SECRETARY**

City of Santa Ana, Santa Ana, California

Salary: \$5,045.00 - \$6,444.00/month

**ESSENTIAL FUNCTIONS:** Secures information from callers, answers questions, or refers problems to appropriate individuals. Makes appointments and introduces callers. Represents the department on initial contact with the public. Relieves supervisor of routine, administrative details. Coordinates calendars, schedules, and meetings. Makes travel arrangements, prepares trip folders, and reconciles expenses. Writes letters either independently or in accordance with oral and written direction. Sets up and maintains confidential files and card indexes. Assembles data and information. Prepares special reports. Performs word processing. Operates computer equipment. May assist in the preparation of budget estimates and checking payroll. Some positions may require incumbents to take and transcribe dictation, supervise the work of a clerical staff, and/or maintain a commission as a notary public with the State of California. Performs other related functions as assigned.

**MINIMUM REQUIREMENTS:** Three years of journey level clerical experience, two of which must have been at the secretarial level; or any equivalent combination of the education and experience which provide the desirable knowledge, skills, and abilities.

**APPLY BY:** 11:59 PM, JULY 24, 2022. Interested individuals must submit a City application online at: <https://www.governmentjobs.com/careers/santaana>. EOE.