



EXECUTIVE SECRETARY-FINANCE DEPARTMENT

The Finance Department and Mayor's office has an opening for an Executive Secretary. This is an executive secretarial position that is responsible for providing confidential, general administrative services to relieve the Mayor, Finance Director and City Clerk of important administrative detail with regard to policy and procedure. This position also supports the Finance Department's efforts to serve the community through phone call, walk-in customers and visitors, and mail. This position also assists in elections, meeting preparation and minutes.

Under general direction of the Finance Director and City Clerk, this position is responsible for work which requires the exercise of independent judgment, initiative and discretion based on knowledge of administrative policies and procedures in performance of the daily activities, gathering and processing information; however, special and unusual assignments may be subject to closer supervision. Some work assignments involve a high degree of confidential information.

Required Knowledge, Skills and Abilities: High School diploma required. Post high school course work in the secretarial sciences, accounting or bookkeeping experience desired. Three (3) years of experience in a progressively responsible secretarial position required, experience preferably in government. Experience to include use of computer software, word-processing and spreadsheet programs and an equivalent combination of education, experience, and training that provides the following knowledge, skill, and ability:

- Thorough knowledge of office practices, procedures, and of the operation of office equipment.
- Knowledge of word processing, spreadsheets, and database systems including computer hardware and software.
- Considerable knowledge of general municipal operations and procedures.
- Ability to type rapidly and accurately.
- Thorough knowledge of business English, spelling, arithmetic and vocabulary.
- Ability to make responsible decisions.
- Ability to prepare effective correspondence and to perform office details without referral to a supervisor.
- Ability to maintain effective working relationships with high level officials, department heads, employees and the public and to deal with public relations problems courteously and tactfully.
- Ability to perform arithmetic computations accurately and rapidly.
- Ability to schedule effective use of own time, and, may coordinate activities of other personnel regarding departmental operations.
- Ability to follow instructions and to adhere to prescribed office practices.
 - Physical Requirements.
 - Continuously requires vision.

- Occasion exertion of up to 20 pounds.
- Work frequently sitting.
- Work occasionally standing, walking, stooping, kneeling, crouching, and lifting.
- Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the American with Disabilities Act of 1990 (as amended).

Applications, cover letters, and resumes will be accepted internally and externally until October 29th ending at 4:00 p.m.

Starting compensation is \$18.66-\$19.49, DOQ.

Applications available at City of Watertown
or online at www.ci.watertown.wi.us

HUMAN RESOURCES DEPARTMENT

106 Jones St. PO Box 477, Watertown, WI 53094

Monday - Friday From 8:00 a.m. - 4:30 p.m.

Email complete packets or questions to apply@cityofwatertown.org

Equal Opportunity/Affirmative Action Employer, Employment based on Pre-Employment
Drug & Alcohol Testing