



**POSITION OPENING
PART-TIME CONFIDENTIAL SECRETARY**

The City of Silver Bay is accepting applications for a permanent part-time position of Confidential Secretary within the City Administration Office. The primary function is to record and transcribe the proceedings of the City Council and all other Boards and Commissions of the City. Prepare agendas, meeting packets, research data, post meetings, maintain records, and assist in other office duties as necessary. Acts as first point of contact for the City and provides administrative support to City Administration. Applicants must have graduated from high school or have a GED equivalent, one-year experience using word processing programs including Microsoft Excel and Word, and one-year experience working with the public and/or customer service. This is a permanent part-time position with varying hours (up to 25 hours per week) and competitive wages. Applications and full job description with qualifications are available upon request at City Hall, 7 Davis Drive, Silver Bay, MN 55614. Required city applications are asked to be returned to the City Administrator by 4:00pm on March 24th, 2021; however, the position will remain open until filled. Resumes are considered a supplement to the required city application. EEO/AA

**CITY OF SILVER BAY
POSITION DESCRIPTION**

CONFIDENTIAL SECRETARY

Primary Function: To record and transcribe the proceedings of the City Council and all other Boards and Commissions of the City. Prepare agendas, meeting packets, research data, post meetings according to open meeting laws, maintain records of meetings, and to assist in other office duties as necessary. Acts as first point of contact for the City and provides administrative support to City Administration.

Tools and Equipment: Computer, Copier, Scanner, Recorder, Fax Machine, Typewriter, etc.

Materials: Miscellaneous forms, reports, office supplies, etc.

Source of Supervision: City Administrator

Direction Exercised: Minimal

Typical Duties Performed:

1. Attends meetings of City Council and other municipal boards and commissions. Records and transcribes minutes of proceedings.
2. Prepares agendas for meetings of City Council and other municipal boards and commissions.
3. Prepares board and commission packets prior to meetings.
4. Researches files for relevant data.
5. Maintains official records and follows through on any required publishing's and the proper posting of meetings.
6. Notifies participants of meetings when necessary.
7. Respond to customers at window, provide information, refer to other authorities when appropriate, and answer questions relative to City policy.
8. Answer telephones, both City and Police lines. Screen Police calls, dispatch officers and/or take messages as necessary.
9. Receive, sort, and distribute mail for both Administration and Police.
10. Receive and receipt payments.
11. Process Utility requests (water shutoffs/turn-ons and transfers).
12. Process Cemetery requests (issue plot deeds and update records books, etc.)
13. Prepare and send past due notices for invoices and non-sufficient fund checks.
14. Send snowplow letters to area business annually.
15. Send 'Cold Weather Rule' to all city residents annually.
16. Coordinate with Police Department all Administrative Citations. Forward to City Attorney as required.
17. Assist with election preparations and procedures.
18. Assist with coverage in the office when necessary.
19. Assists with other office duties as necessary.

Minimum Qualifications

1. Graduation from a high school or GED equivalent.
2. One year of experience using word processing programs including Microsoft Excel and Word.
3. One year of experience working with the public and/or customer service.

Desired Qualifications

1. Ability to work and communicate with the public and city employees.
2. Ability to type and be proficient on a computer.

3. Knowledge of and experience with Windows, Microsoft Word and Excel.
4. Ability to perform transcription.
5. Must have attention to detail.
6. Must be flexible.
7. Must be confidential.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to walk, sit, and talk or hear. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Selection Guidelines:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Council Approval Date: August 17, 2020