

## SECRETARY

The City of Carlsbad is accepting applications for the position of **Part time Secretary** in the Human Resources Department. This position will work up to 19.5 hours per week.

Performs various secretarial, transcription and administrative support functions of a routine nature for one or more supervisors.

Transcribes taped dictation of correspondence, reports, or minutes; may take and transcribe shorthand/notes; composes and types routine letters and memoranda from general instructions; operates word processor, computer terminal, typewriter and standard office equipment.

Assembles and submits relevant data from files; compiles statistics and information as directed; sets up and types reports and similar presentations from available material, usually in prescribed form, but with some individual judgement.

Acts as receptionist for supervisor screening telephone calls, letters and/or visitors; answers routine questions and furnishes information, when possible, to save supervisor's time; organizes and maintains files or supervisor's correspondence and records.

Knowledge of office management practices and procedures. Knowledge of departmental operations and functions.

Ability to establish and maintain effective working relationships with other staff, and the public. Ability to follow complex oral and written instructions, policies, and procedures.

Skill in operating a variety of office equipment, including word processor, typewriter, and computer terminal with software applications. Skill in transcribing recorded information and typing at 50 w.p.m. net.

Minimum qualifications for this position are a high school diploma or GED certificate, and two (2) years of secretarial or office/clerical experience, ability to type 50 wpm, ability to transcribe taped interviews and statements, and extensive computer experience. Advanced education in secretarial studies or related field may be substituted for partial fulfillment of the experience requirement.

Must have an excellent work history to include dependability and stability. Must possess and maintain a valid New Mexico operator's license.

In addition to an excellent benefit package, starting base hourly rate will be \$21.51. Additional pay increase, up to \$3.00 per hour, available for applicants with advanced educational degrees.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno

or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221. Applicants must include a City of Carlsbad Employment application filled out completely. Resumes are not required, but may be included if desired. Applications/resumes must be received or be postmarked no later than July 13, 2018.

EOE M/F/V/D