



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

JOB DESCRIPTION

Title: Confidential Secretary

Department: Human Resources

Supervisor: Human Resource Director

Date: August 13, 2020

General Description:

The Confidential Secretary serves as support staff to the Human Resource Director in the Human Resource Department. The Confidential Secretary performs a variety of secretarial and administrative duties. The work is performed under the general supervision of the Director.

Essential Job Functions:

Assist and administer projects related to City employees;

Routine filing;

Works with the Business Administration and the Law Department to prepare correspondence, contracts, legislation, and other documents;

Serve as liaison between the public, departments, attorneys, business representatives and their agents;

Establishes and maintains effective working relationships with co-workers, supervisors and general public;

Serves as the secretary to the Human Resource Director (preparing meeting agendas, scheduling, attending and taking meeting minutes for hearings and monthly meetings, etc.)

Answer phone calls and redirect to appropriate department;

Manage the daily/weekly/monthly agenda and arrange new meetings and appointments;

Prepare and disseminate both internal and external correspondence;

Organize, advance, and staff special events.

Required Training, Experience, Knowledge, Skill, and Abilities

Ability to learn applicable procedural guidelines related to applicable codes, ordinances, and regulations; Ability to work independently on difficult or complex secretarial tasks;

Ability to exercise good judgment, professionalism, and tact in answering questions of the public; Ability to attend evening meetings outside of normal business hours;

Secretarial experience preferred;

Proficient Microsoft Office skills (i.e. Word, Excel, Outlook); Proficient Computer Skills;

High School Diploma or its equivalent.

The Confidential Secretary must attain a residence in the City of Scranton within six (6) months from the date of appointment, proven by deed, rent receipt, lease, and/or utility bills.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.