AN EQUAL OPPORTUNITY EMPLOYER M/F
NOTICE OF CIVIL SERVICE EXAMINATION
CITY OF MERIDIAN, MISSISSIPPI

ADMINISTRATIVE SECRETARY (1008)

$20,142 beginning annual salary, payable bi-weekly, to a maximum of $33,506.50

OPENING DATE: February 12, 2021
CLOSING DATE: Applications will be accepted until 12:00 Noon on March 12, 2021

Pursuant to Article 5, Section 5.04, of the Civil Service Code of Rules and Regulations (attached), the Commission may reject, or cause to be rejected the application of any person for admission to a test, or may, after examination, decline to certify, or may remove from an eligible list, an applicant who is deemed disqualified.

ESSENTIAL FUNCTIONS: Provides administrative support to department management and other officials. Coordinate daily work activities; organizes and prioritizes workload; monitors status of work in progress and inspects completed work. Answers the telephone; screens calls; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary; communicates via two-radio as needed. Greets visitors and ascertains nature of business; assists or directs visitors to appropriate person. Performs customer service functions; provides assistance and information related to department services, fees, guidelines, procedures, forms, events, or other issues; responds to routine questions, complaints or requests for service; initiates problem resolution; dispatches work crews as needed. Coordinates activities of the boards, associations, councils, or other organizations related to area of assignment; attends meetings; assembles/distributes meeting packets; records/transcribes meeting minutes; distributes minutes, meeting notices, and related documentation. Attends department meetings or other meetings as required. Coordinates calendar activities to include planning/scheduling appointments, meetings, and interviews; schedules rental of conference rooms or other facilities; updates calendars on a regular basis; contacts parties involved as appropriate. Processes a variety of documentation associated with department operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate. Maintains current personnel files for department employees; updates employee files with current emergency data. Processes payroll documentation; reviews time cards for accuracy; makes appropriate calculations; enters data in computer and forwards documentation as appropriate. Processes invoices for payment; posts invoices and purchase orders to appropriate accounts; balances general ledger and budget accounts. Assists with preparation of division budgets; researches previous expenditures; types final budget requests for presentation to city council. Monitors budget balances for division budgets and specialty accounts; recommends budget amendments. Takes/transcribes meeting proceedings, interviews, dictation, or other data from cassette tape or handwritten notes. Types, prepares, proofreads, or completes various forms, reports, logs, lists, schedules, calendars, purchase requisitions/orders, agenda items, payroll data sheets, newsletter articles, budget documents, oral statements, employee emergency medical cards, fire reports, annual reports, meeting minutes, charts, ordinances, contracts, agreements, bid specifications, grant applications, legal descriptions, fliers, brochures, travel requests, leave records, warning notices, payroll correction forms, new hire letters, promotion letters, resignation letters, personnel action memorandums, employment data reports, or other documents. Receives various forms, reports, correspondence, subpoenas, budget documents, vehicle repair sheets, vehicle repair schedules, performance appraisals, time cards/sheets, leave requests, civil service test scores, invoices, packing slips, checks, purchase orders/requisitions, insurance forms, claim forms, daily assignment sheets, parade permits, jail logs, injured prisoner reports, claims dockets, burn permits, meeting minutes, council documents, accident reports, claims, registration forms, travel requests, concessions reports, recreation fees reports, job applications, unemployment forms, payroll checks, charts, drawings, maps, policies, procedures, laws, codes, ordinances, handbooks, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate. Performs data entry functions by keying data into computer system; enters, retrieves, reviews or modifies data in computer database; verifies accuracy of entered
data and makes corrections as appropriate; utilizes word processing, spreadsheet, database, or other software programs. Receives, opens and distributes incoming mail; prepares outgoing mail. Copies and distributes forms, reports, correspondence, and other related materials. Initiates/receives facsimile transmission of documents. Sorts/organizes other documents to be filed; files documents in designated order; locates/removes documents or files; maintains file system of departmental records; rotates files periodically and packages obsolete records for storage. Monitors inventory levels of departmental equipment and supplies; initiates requests for new or replacement materials; obtains price quotes or cost estimates. Receives incoming packages and deliveries; inspects deliveries to verify receipt of correct materials and completeness of order; researches discrepancies. Communicates with supervisors, city officials, board/commission members, employees, volunteers, other departments, law enforcement personnel, fire personnel, court officials, attorneys, inmates, public service workers, medical providers, auditors, consultants, vendors, utility companies, community organizations, customers, the public, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems. Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.

MINIMUM QUALIFICATIONS: High school diploma or GED; supplemented by college level course work or vocational training in office administration, secretarial science, bookkeeping, or personal computer operations; supplemented by one (1) year previous experience and/or training involving secretarial work, bookkeeping, customer relations, and general office work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May require possession and maintenance of valid Mississippi Notary Public Appointment Certification.

EXAMINATION: The examination will consist of a written test representing 100% of the total score. The written test shall be conducted at 9:00 A.M. on March 19, 2021, in the Second Floor Conference Room, Union Station, 1901 Front Street, Meridian, Mississippi. Applicants must score 70 or above on the written test in order to be considered. No test component will be rescheduled regardless of circumstances. Persons should not apply unless they clearly meet the qualifications set forth in this announcement. False statements are grounds for rejection or discharge from employment. All position classifications will require criminal background report and work history. Failure to complete the background investigation phase shall constitute a failure in the examination. Certification of Eligibility for this position is contingent upon verification of information submitted on Civil Service Application. As a prerequisite for employment with the City of Meridian, all job applicants offered employment must submit to a drug and alcohol test. Any job applicant who tests positive for drugs or alcohol will not be considered for employment.

EQUAL EMPLOYMENT OPPORTUNITY: The City of Meridian does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services. THE AMERICANS WITH DISABILITIES ACT PROHIBITS EMPLOYMENT DISCRIMINATION AGAINST THE DISABLED. However, as a legitimate business necessity applicants must be capable of performing all essential functions of this position, which are considered as bona fide occupational qualifications. Indicate special needs. For Civil Service Application and further information contact:
Civil Service Commission, First Floor, City Hall, Meridian, Mississippi, or telephone (601) 485-1931.

CIVIL SERVICE COMMISSION