POSITION VACANCY NOTICE

CITY OF KETCHIKAN

July 1, 2026

TITLE: SECRETARY II			
DEPARTMENT:	KPU	**DIVISION:**	Electric
STATUS:	Regular Full-Time	**HOURS/DAYS:**	Monday – Friday 8:00 AM – 4:30 PM
GRADE/STEP:	243 / A - E	**DUTIES:**	See attached job description
HOURLY/SALARY:	$23.34 - $24.77 DOQ	**UNION STATUS:**	YES

SPECIAL REQUIREMENTS:

Equivalent to completion of the twelfth grade. Supplemental training in secretarial science or a related field is desirable. Three years of increasingly responsible clerical, office administrative, or secretarial experience. Experience in a municipal government setting is desirable.

ADVERTISING REQUIREMENTS

Position is open until filled

WHERE: Local Only ☐ Statewide ☐ Pacific NW ☐ National ☐

WHO: Major papers in specified area: Ketchikan Daily News
Special agencies/associations: Job Service

OTHER: City of Ketchikan Website; Indeed

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
THE CITY OF KETCHIKAN, 334 FRONT STREET, (907) 228-5631 OR ON-LINE AT
https://www.ketchikan.gov/jobs

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

SECRETARY II - KETCHIKAN PUBLIC UTILITIES/ELECTRIC

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs a wide variety of responsible and difficult clerical and secretarial duties and activities of a general and specialized nature in support of the Electric Division within the Ketchikan Public Utilities (KPU) Department; performs a range of office and administrative support functions; and prepares and edits a wide range of documents and reports ranging from general correspondence to technical reports.

The Secretary II - KPU classification is distinguished from the Secretary I - KPU class in that incumbents in the Secretary II - KPU class perform significant technical and specialized administrative and office support functions with minimal direction and supervision, in addition to providing general clerical support. Incumbents in the Secretary II - KPU classification perform difficult, responsible, and specialized office and administrative support functions requiring a thorough knowledge of departmental regulations, policies, and procedures. Assigned work requires the use of initiative and judgment in selecting appropriate work methods, interacting with and handling complaints from customers, parties of interest, and the public, and in solving non-routine problems based on knowledge gained through experience.

The Ketchikan Public Utilities provides quality utility services as efficiently and effectively as possible within guidelines established by federal and state law, the Charter of the City of Ketchikan, the Ketchikan Municipal Code, and the citizens of Ketchikan as represented by the City Council. The Electric Division of Ketchikan Public Utilities provides for the generation, transmission, and distribution of electric energy to the industry, business and citizens of the City and borough. The Secretary II - KPU/Electric contributes to KPU/Electric Division operations by performing responsible and difficult clerical and secretarial duties in support of the Division. The Secretary II – KPU/Electric must perform these duties in a manner that reflects positively on the City, KPU, and the Division. He/she is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a variety of routine administrative and responsible and difficult secretarial and clerical duties in support of assigned management and supervisory staff at KPU.

2. Coordinates and organizes office administrative activities for the KPU Electric Division; serves as liaison between management, employees, and customers; receives and communicates information as appropriate; may provide lead supervision and direction of assigned staff.

3. Types, word processes, formats, edits, revises, proofreads, and prints a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, technical and statistical charts and tables, and other specialized and technical materials from rough draft dictation, modified standard format, and brief verbal instructions; develops, revises,

and maintains standardized and master documents; composes correspondence, reports and informational materials; assists in designing and producing informational handouts; copies, disseminates, and posts documents and information as appropriate.

4. Processes division line extensions, easements, and utility permits as required.

5. Maintains calendar o activities, meetings, and various events for assigned staff; coordinates activities and meetings with other City/KPU departments, the public, and outside agencies; coordinates and arranges special events as assigned.

6. Coordinates, makes, processes, and confirms staff travel arrangements; arranges for transportation and accommodations for travel, checks and processes expense claims.

7. Maintains accurate and up-to-date office files, records, and logs for assigned areas; develops, prepares, and monitors various logs, accounts, and files for current and accurate information including manual and computer logs of documents processed.

8. Compiles, prepares, and enters data into a computer from various sources including accounting, statistical, and related documents; creates and maintains computer based tracking information and reports including assigned databases, records, and lists; creates standard statistical spreadsheets; inputs corrections and updates; verifies data for accuracy and completeness.

9. Assists in assembling and preparing the annual budget for area of assignment; monitors expenditures against budget; prepares purchase requisitions and requests for payment.

10. Monitors inventories of supplies and materials; prepares purchase requisitions and requests for payment.

11. Performs a variety of general bookkeeping and clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; maintains a variety of accounting records, logs, and files; verifies, balances, and adjusts accounting records.

12. Prepares and distributes customer invoices.

13. Monitors, distributes, and reconciles Division petty cash fund.

14. Serves as liaison between assigned office and the general public, City/KPU staff, and outside groups and agencies; provides information and assistance as appropriate; explains programs, policies, and activities related to specific program area of assignment; receives office and telephone callers; calendars appointments; responds to complaints and requests for information relating to assigned responsibilities; refers callers and/or complaints to appropriate City/KPU staff for further assistance as needed and/or takes or recommends actions to resolve the complaint.

15. Operates a 2 way radio to contact employees.

16. Operates a variety of office equipment including a computer, typewriter, switchboard, copier, facsimile machine, and adding machine; utilizes various computer applications and software packages.

17. Participates with special projects as assigned; assists in planning, coordinating and implementing assigned programs and events; assists in monitoring assigned programs.

18. Participates in the collection, compilation, and analysis of information from various sources on a variety of specialized topics related to assigned programs; participates in the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations.

19. Prepares, processes, and maintains time sheets, payroll records, and personnel records for assigned area.

20. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Organization, operation, and services of the City/KPU and of outside agencies as necessary to assume assigned responsibilities.
Office procedures, methods, and equipment including computers.
Computer applications such as word processing, spreadsheets, and databases.
Basic principles and practices of fiscal, statistical, and administrative research and report preparation.
Principles and practices of sound business communication.
Principles of business letter writing and basic report preparation.
Basic principles and practices of budget preparation and administration.
Records management principles and procedures including record keeping and filing principles and practices.
Methods and techniques of proper phone etiquette.
Mathematical principles.
English usage, spelling, grammar, and punctuation.
Customer service and public relations methods and techniques.

Ability to:

Perform a variety of responsible and difficult clerical and secretarial duties and activities of a general and specialized nature in support of the assigned department, division, or program area.
Understand the organization and operation of the City/KPU and of outside agencies as necessary to assume assigned responsibilities.
Understand the organization and operation of the KPU Electric Division as necessary to assume assigned responsibilities.
Understand, interpret, and apply general and specific administrative and KPU Electric Division policies and procedures.
Interpret and apply applicable federal, state, and local laws, codes, and regulations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Operate a two way radio.
Learn and effectively utilize various software applications.
Learn and apply new information and skills.
Type or enter data at a speed necessary for successful job performance.

Participate in researching, compiling, analyzing, and interpreting data.
Participate in the preparation of a variety of administrative and financial reports.
Establish and maintain a variety of specialized files and records.
Independently prepare correspondence and memoranda from brief instructions.
Accurately count, record, and balance assigned transactions.
Perform routine mathematical calculations.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Plan and organize work to meet changing priorities and deadlines.
Understand and carry out oral and written directions.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
Exercise good judgment in maintaining critical and sensitive information, records, and reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to completion of the twelfth grade. Supplemental training in secretarial science or a related field is desirable.

Experience:

Three years of increasingly responsible clerical, office administrative, or secretarial experience. Experience in a municipal government setting is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 2-43
Union: Yes/KPU
FLSA: Non-Exempt
Date Approved:

Date Created: June, 2007 (*Johnson & Associates)*
Date Reviewed: August 2019
Grade Amended: January 2024

Human Resources Manager Approval

City Manager Approval