

Job Description: SECRETARY I

CLASS NO. 102

EEOC CATEGORY: Administrative Support

PAY GROUP: 107

FLSA: Non-exempt

SUMMARY OF POSITION:

Provides effective and efficient general secretarial duties for a designated supervisor and/or other staff members within a county department.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Designated departmental supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, employees in other county departments, organizations, agencies outside county government, and the general public.

EXAMPLES OF WORK:

Essential Duties*

Performs direct secretarial support services for designated supervisor and/or other staff members;

Establishes and maintains manual and/or computerized office files and records;

Performs receptionist duties, including greeting the public, answering the telephone, taking messages, and providing information;

Responds to routine inquiries about the program(s) administered by the department and may be assigned primary responsibility for processing work relating to a specific function;

Types reports, letters, statements, memos, statistical reports, and other documents as requested;

Performs copying functions using standard office copier(s);

Maintains various records on departmental activities;

Receives and is accountable for funds;

Schedules meetings, appointments, interviews, training sessions, etc., and maintains up-to-date calendar of these events;

**for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.*

CLASS NO. 102 (Continued)

Prepares a variety of mail-outs (i.e., certified, bulk, express);

Gathers information for and prepares various reports in standardized format(s) on program or project activities;

Uses personal computer, word processor, and/or terminal which accesses central computer to prepare, develop, and/or maintain forms, rosters, mailing lists, mail out, reports, letters, memos, manuals, contracts, etc.;

Receives, sorts, and distributes incoming mail, and stuffs, seals, and posts outgoing mail;

Maintains up-to-date knowledge of regulations and policies that effect the department;

Makes mathematical calculations by hand or using a calculator;

Other Important Duties*

May maintain central files or a departmental library;

May maintain an inventory of supplies and equipment and notifies supervisor when they need to be reordered; and

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Skill to: operate modern office equipment, including electric typewriter and copy machine; and operate a calculator, and a personal computer, or terminal accessing central computer using standard word processing software packages. Recommended typing speed is 40 net words per minute with a high degree of accuracy. Appointed Department Heads are required and Elected Officials are strongly encouraged to utilize job related skills testing in the application process.

Ability to: apply correct business English, spelling, punctuation, and arithmetic; establish and maintain effective working relationships with other county departments or offices, employees of outside agencies and organizations, and the general public; understand and follow oral and written instructions and to request clarification when needed; and interact effectively with persons of all ages from a variety of socioeconomic backgrounds.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation, or its equivalent, with secretarial and computer courses, including typing, plus at least one year of secretarial experience (college or business school training may be substituted equally for work experience);

*for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

CLASS NO. 102 (Continued)

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

Certification as a Notary Public preferred.