



JOB DESCRIPTION

JOB TITLE: Secretary - Senior

JOB CODE: 3200

DEPARTMENT: Varies

FLSA STATUS: Non-Exempt

REPORTS TO: Department Supervisor/Manager/Senior Officer

SUMMARY OF JOB PURPOSE

Performs highly responsible and specialized administrative and clerical office support activities related to the function and department assigned.

ESSENTIAL FUNCTIONS

1. Prepares a variety of general correspondence, reports, articles, meeting minutes and/or agendas, brochures, fact sheets, announcements, posters, and instructions from notes, rough draft, verbal/written instructions, or a recording machine; edits materials for clarity, accuracy, format, correct English usage (including spelling, punctuation, and grammar) and adherence to policies, and procedures; performs a variety of other clerical duties including data entry, copying and assembling materials, collecting and distributing mail, answering phones, faxing documents and other related tasks.
2. Assists the general public, customers, district/county employees, and/or employees of other agencies in person or by phone answering inquiries related to department services, programs, and records; receives complaints and attempts to resolve them; explains rules, policies, and procedures; explains the proper use and completion of forms and documents; refers matters requiring policy interpretation to supervisor for resolution.
3. Acts as staff assistant to professional or management employees by screening incoming correspondence, calls, and visitors; takes messages or refers caller to the appropriate person; schedules meetings, appointments, rooms, and training for both staff and clients; maintains schedules of activities and location of staff members as required; may order office supplies and equipment as needed; may arrange for and book travel arrangements for staff, and prepare the travel itinerary.
4. Posts and consolidates an assortment of information from a number of sources for incorporation into special periodic reports; prepares routine statistical reports and/or legal documents; creates and maintains spreadsheets, database information, and other various documents utilizing word processing, spreadsheet, database, or specialized software applications.
5. May participate and assist in the administration of the department budget, prepare budget reports, track expenditures, and compile annual budget requests; may perform payroll activities such as maintaining records of time worked, overtime, leaves, and absences and prepare attendance reports.
6. May receive and post payments, prepare deposits, and total accounts to ledgers or computer-based spreadsheets and databases; may track and investigate bad checks and closed accounts; may prepare requisitions and purchase orders; may prepare and balance invoices to vendor statements and process for payment approval; may prepare travel claims and procurement card reconciliation, adhering to all applicable County policies and procedures.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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7. Maintains filing system including confidential personnel files, client files, correspondence, projects, purchase orders, etc.; monitors files and follows-up on due dates as appropriate; may provide assistance and/or fill in for other secretarial/clerical staff in their absence.
8. Operates a variety of office machines and equipment including personal computers, typewriters, adding machines, cash registers, calculators, data processing terminals, printers, copiers, two-way radios, binding machines, collators, and microfilm equipment as needed; may be required to troubleshoot computer and office equipment issues and coordinate the maintenance and/or purchase of new equipment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) and a minimum of three (3) years progressively responsible office and/or secretarial experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, legal documents, and procedure manuals; write routine reports and correspondence; speak effectively to customers and/or employees.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent; create and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Ability to multi-task and adjust priorities rapidly; knowledge of file and record management; intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required. Some positions require familiarity and knowledge of medical forms and lab slips.

CERTIFICATES, LICENSES, REGISTRATIONS

Typing certificate with speed and accuracy at a rate of 50 words per minute.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

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While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl, and must occasionally lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

The noise level in the work environment is usually quiet, but can be noisy with multiple distractions; some positions may be exposed to wildlife, wilderness, and outside weather conditions.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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