

**SECRETARY**

DEFINITION

To perform a variety of responsible secretarial duties in support of the division or department to which assigned.

DISTINGUISHING CHARACTERISTICS

This is the first secretarial level classification in the Secretary series. Incumbents of the Secretary series are responsible for providing a broad range of administrative, secretarial and clerical support to department heads or management staff in the various County departments and divisions. Secretary differs from the classification of Senior Secretary in that the Senior Secretary has a broader scope of responsibilities requiring greater technical expertise in the area of assignment and are fully aware of the operating procedures and policies of their work unit. The Secretary series is distinguished from the Legal Secretary series by the specific knowledge of legal terminology and procedures required of legal secretaries.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from management or supervisory staff; may exercise functional and technical supervision over clerical and part-time staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following;

Word process, type and proofread a variety of reports, statistical charts, legal notices, agendas, contracts and news releases; type from rough draft, verbal instructions or transcribing machine recordings.

Compose, word process, and/or type from rough draft and proofread correspondence including letters and memoranda related to area of responsibility.

Screen office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned department; receive and distribute incoming mail.

Compile data for special projects; collect and assemble data and background materials for a variety of reports.

Prepare agenda packets for management meetings; attend meetings and take notes; prepare minutes for meetings.

Verify and review materials for completeness and conformance with established regulations and procedures.

Maintain calendars and schedules of activities, meetings and various events; coordinate activities with other County departments, the public and outside agencies.

Organize and maintain filing systems; maintain records related to specific area of assignment.

Secretary  
Rev.- 01/01/06  
Rev.- 01/01/07  
Rev.- 07/01/07  
Rev.- 01/01/08

M.O. #8-1/04/06  
M.O. #19b-1/4/07  
M.O. #19b-1/4/07  
M.O. #19b-1/4/07

Prepare expense reports, invoices, petty cash records, and department payroll sheets and time cards; order and maintain inventory of office supplies.

Collect fees for various applications, registrations, permits and licenses; issue receipts for fees collected; issue permits; prepare bank deposits.

Operate a variety of office equipment including a computer; input and retrieve data and text; organize and maintain disk storage and filing.

May maintain financial records such as accounts payable and receivable, ledgers, journal entries and the balances of various department accounts.

May plan, prioritize, assign, and supervise the work of lower level clerical office staff; may provide or coordinate training of clerical office staff.

Perform related duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

Modern office procedures, methods, computer equipment and software applications.

Business letter writing and report preparation.

Basic principles of supervision and training.

Principles and procedures of filing and record keeping.

English usage, spelling, grammar and punctuation.

Basic arithmetic.

#### Ability to:

Work process and/or type at a speed necessary for successful job performance.

Take and transcribe dictation at a speed necessary for successful job performance.

Learn and apply the policies and procedures of the County department or division to which assigned.

Learn and apply Federal, State, and local laws, codes and regulations pertaining to assigned division or department.

Independently prepare correspondences and memorandums.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

Supervise and train clerical staff.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible clerical experience.

Training:

Equivalent to completion of the twelfth grade, supplemented by specialized secretarial training.

Classification Code:	7622455
Bargaining Unit:	40
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"