

## **Job Description: SECRETARY II**

**CLASS NO.** 103

**EEOC CATEGORY:** Administrative Support

**PAY GROUP:** 109

**FLSA:** Non-exempt

### **SUMMARY OF POSITION:**

Performs detailed secretarial and support duties for the Elected Official, Department head and/or other staff members. Exercises judgment regarding procedures and processes.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: Elected Official/Department head or designated supervisor.
2. Directs: May be required to supervise subordinate staff.
3. Other: Works closely with other departmental employees, employees in other county departments, and members of the general public.

### **EXAMPLES OF WORK:**

#### Essential Duties\*

Performs the primary secretarial support services for the Elected Official, Department Head and other staff members;

Responsible for sensitive or confidential files;

Responds to specific inquiries about departmental programs and is assigned primary responsibility for processing work related to specific functions of the department;

May conduct interviews, evaluate and recommend qualified persons for hiring;

Maintains current knowledge of state rules and regulations regarding department related laws and advises public of such regulations;

May be responsible for daily accounting totals, including balancing worksheets, counting all money collected, and making deposits;

Maintains schedules for supervisory staff, including appointments, meetings, interviews, training sessions, etc., and maintains up-to-date calendar of departmental events and activities;

May be required to co-signs checks for departments requiring two signatures;

*\*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. 103 (Continued)

Prepares purchasing forms and orders and keeps current inventory of supplies;

Proofreads and edits manuals, newsletters, brochures, fliers, technical reports, proclamation, contracts, correspondence, etc.

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

Uses personal computer, word processor, and/or terminal which accesses mainframe computer to prepare reports, memos, correspondence and other documents and to develop and/or maintain forms, rosters, mailing lists, mail-outs, manuals, grant applications, contracts, budgets, etc.;

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

### Other Important Duties\*

May take and transcribe dictation using shorthand or speedwriting;

May open, log, and distribute incoming mail; and

Performs such other duties as may be assigned.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* professional office practices, equipment, and materials.

*Skill to:* operate modern office equipment, including electric typewriter, copy machine, personal computer or terminal accessing a mainframe computer using standard word processing and spreadsheet software packages; operate a calculator and, in some instances, a dictation/transcribing machine. Recommended typing speed is 50 net words per minute with a high degree of accuracy. Appointed Department Head are required and Elected Officials are strongly encouraged to utilize job related skills testing in the application process.

*Ability to:* apply business English, spelling, punctuation, and arithmetic; communicate effectively, both orally and in writing; and establish and maintain effective working relationships with other county employees and officials, other agencies, and the general public; understand oral and written instruction and apply sound judgment in expanding upon those instructions; interact effectively with persons of all age and socio-economic backgrounds.

## **ACCEPTABLE EXPERIENCE AND TRAINING:**

High School graduation, or its equivalent, with at least two years of advanced secretarial experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

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CLASS NO. 103 (Continued)

**CERTIFICATES AND LICENSES REQUIRED:**

Certification as Notary Public preferred.