

HUMAN RESOURCES SECRETARY

GENERAL STATEMENT OF DUTIES: Performs highly responsible and difficult secretarial and payroll tasks which are confidential in nature; work requires a high degree of judgment and accuracy; works under the general supervision of the Human Resources Director or the Assistant Human Resources Director but may receive direction from other Human Resources staff; performs related duties as required.

STATEMENT OF TASKS:

Screens visitors, telephone calls and incoming mail answering or routing those inquiries;
Responds to inquiries at front counter;
Utilizes computers, related software and other equipment extensively to complete required tasks;
Schedules meetings including grievance hearings, special conferences, etc.;
Prepares correspondence and various other documents of a confidential nature;
Prepares and files legal documents with governmental agencies and tribunals;
Establishes and maintains cross-reference files and establishes file categories including but not limited to word processing, correspondence, etc.;
Types complex statistical reports requiring a number of separate tabulations;
Searches files and a variety of other source material to serve as background for reports;
Processes accounts payable;
Maintains personnel records and other filing;
Prepares requisitions, vouchers and other forms as needed;
Sets meeting schedules, including revisions, and appropriate written verification;
Prepares, enters and ensures the accuracy of all payroll data;
Maintains grievance logs including on-line recordkeeping;
Prepares and maintains department payroll and personnel records;

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of office terminology, procedures and equipment and of business English;
Extensive knowledge of Microsoft Office, including especially Word and Excel;
Knowledge of business mathematics;
Ability to learn County employment payroll policies as it affects recordkeeping;
Ability to understand and follow complex oral and written directions;
Ability to maintain complex records and prepare reports from those records;
Ability to make decisions in accordance with established policies;

HUMAN RESOURCES SECRETARY

Page 2

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (continued):

Ability to maintain a high level of confidentiality;

Ability to work under pressure and meet deadlines;

Ability to maintain good interpersonal relationships with elected officials, department heads, union officials, employees and department staff.

MINIMUM QUALIFICATIONS

Five (5) years of administrative-level secretarial work with one (1) year being in a government setting.

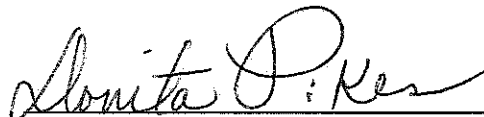
-OR-

Seven (7) years of clerical experience with two (2) years clerical experience being in a government setting.

Date Implemented: 5/25/90

Revised: 07/10/09

Revised: 04/23/2013



Human Resources