

SECRETARY

GENERAL STATEMENT OF DUTIES: Performs responsible and varied clerical tasks involving typing, word processing and other responsible clerical duties; work requires judgment in applying, adapting or establishing work procedures; work is generally reviewed upon completion, but often no check is made on data compiled or records prepared; performs related duties as required.

STATEMENT OF TASKS:

Types or word processes legal documents, technical reports, contracts, complex statistical and accounting reports requiring a number of separate calculations, case histories, records of mortgages, assignments, deeds, convictions, sentences, court orders, complaints, legal instruments, requisitions, purchase orders, forms, form letters, and index cards, as well as, correspondence from rough draft or transcribing device and composes routine replies;

Screens visitors, telephone calls and incoming mail, personally answering those inquiries which do not require the attention of supervision;

Performs data input, data retrieval and word processing functions utilizing computer and office software;

Establishes and maintains cross-reference files and establishes file categories, cross-indexes and files using established classification systems, and sorts, files and records information in accordance with established procedures;

Reviews simple accounts, reports and other documents for completeness, accuracy, and conformance with established procedures;

Searches files and a variety of source material to serve as background for reports;

Serves at counter helping the public fill out forms and giving out required information, receiving payments and issuing receipts;

Acts as receptionist and/or answers phone giving information in response to public or official queries;

Sets up and confirms interviews and appointments;

Receives and processes mail which may include payments on accounts due and ascertains that funds are receipted properly and sent to proper destination;

Takes and transcribes dictation involving technical, legal, medical or financial terminology (by any method);

Takes and transcribes minutes of meetings (by any method);

Completes requisitions, vouchers and other forms;

Maintains and balances accounts;

Orders supplies, maintains inventory and pays bills;

Assists in budget preparation;

Prepares billing for service.

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The statement of tasks 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:

Good knowledge of office terminology, procedures and equipment and of business mathematics and English;
Ability to understand and follow complex oral and written directions;
Ability to prepare reports from complex clerical records;
Ability to make decisions in accordance with laws, ordinances, regulations, and established policies;
Ability to take notes of meetings or dictated correspondence and retain general meaning;
Ability to operate computer terminals and word processing equipment;
Ability to recognize alphabetical and numerical sequences;
Ability to use judgment, tact and courtesy;
Ability to attend work regularly and work under stressful conditions;
Ability to maintain good working relationships.

MINIMUM QUALIFICATIONS:

Two (2) years of clerical experience and the ability to type 40 net w.p.m.



Human Resources Director

Established: May 1, 1986
Revised: November 1, 1988
August 28, 1998
September 12, 2018