



## **ADMINISTRATIVE SECRETARY I**

**ESSENTIAL JOB DUTIES:** Perform both secretarial and accounting functions for the department or division head; relieve department or division head of administrative details such as compiling statistical information, preparing contracts, ordinances, resolutions, and other legal documents, and assisting in various other details; prepare reports and correspondence independently from notes, instruction, or own initiative; organize material, prepare agenda, record proceedings, and prepare meeting minutes; compile information and assist in budget preparation; may supervise, assign, and review the work of other clerical staff.

**OTHER EXAMPLES OF DUTIES:** Maintain routine and confidential files; review materials for errors in grammar and English usage; receive callers, providing information, answering complaints or scheduling appointments with department or division head or proper staff member; receive, open, and route mail identifying that which requires personal attention by the department head; schedule meetings and conferences for the department head and planning staff; maintain records of purchases; compile and distribute information to various media, organizations, and agencies; operate various office machines such as, but not limited to, personal computers, adding machines, and copy machines; performs other duties as assigned.

### **EMPLOYMENT STANDARDS**

**Education/Experience:** High school graduate or equivalent with two years of experience performing the duties of a Secretary or similar class; or five years of responsible general clerical experience, including work in governmental operations.

**Knowledge of:** County and departmental applicable procedures, rules, and regulations; modern office organization practices and procedures; filing systems; receptionist and telephone techniques; business forms, letters, and report writing; proofreading; office equipment; English usage, spelling, grammar, punctuation, and arithmetic; general organization and functions of county government.

**Ability to:** Perform responsible clerical and secretarial work requiring independent judgment with speed and accuracy; learn, interpret, and apply policies, laws, rules, and regulations; take responsibility for the compilation and organization of reports; compose correspondence on own initiative; make arithmetic calculations with speed and accuracy; understand and carry out oral and written directions; meet the public tactfully and courteously and answer questions in person and over the telephone; show good judgment in identifying and handling confidential information; use good judgment in assigning priority workload in dealing with officials and members of the general

public in routine, emergency, and other situations; may evaluate employee performance; work cooperatively with coworkers and others contacted in the course of work. Must have ability to sit for prolonged periods of time, stand, walk, kneel, bend, twist, lift and carry up to 25 pounds; climb and descend stairs.

**Special requirements:** Must possess a valid operator's license issued by the State Department of Motor Vehicles.