

ADMINISTRATIVE SECRETARY

DEFINITION

Under direction, serves as primary administrative secretary for an assigned County Department Head, or County Board or Commission; performs a variety of complex and confidential secretarial, administrative, staff, and office management duties for an assigned department, board, or commission; performs difficult, complex, and specialized administrative support, information gathering and preparation duties, performs public information assignments; and performs related duties as required.

REPORTS TO

Assigned department head.

CLASSIFICATIONS SUPERVISED

This classification may exercise direct, functional or technical supervision over clerical staff.

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

Serves as primary administrative and staff support person for a County Department Head, or County Board or Commission; performs a wide variety of specialized office management, administrative support assignments; performs public information and relations assignments such as providing comprehensive information about policies, programs, functions, and procedures; receives and screens calls and visitors; assists with the development and administration of the department and/or unit budget as requested by the department head; may represent the department or unit at budget hearings; maintains and tracks a variety of fiscal and budget control journals, documents, and reports; prepares and submits activity reports and reports required by other government agencies; maintains and submits payroll documents and records; establishes, and updates information retrieval systems; prepares purchasing documents and facilitates purchasing procedures for the department or unit; gathers, organizes, and summarizes a variety of data and information; performs special projects and prepares reports; prepares correspondence, informational material, and documents; prepares materials and agendas for meetings of the Board of Supervisors and assigned commission; coordinates agenda materials and information from managers or others providing staff reports; ensures packets are circulated and reviewed; over the phone and in-person, interacts with Board members, department heads and members from the general public providing information and resolving complaints which require tact, discretion, sound judgment and the interpretation and application of policies and procedures; may have responsibility for official Board or Commission

ADMINISTRATIVE SECRETARY - 2

records; may be responsible for proper notification and publication of Board or Commission hearing notices and actions; handles confidential information and inquiries regarding personnel and controversial County matters; screens incoming correspondence and arranges correspondence for reply in order of priority; may assist the public with application and permit procedures, including preliminary reviews of materials and plans submitted to support applications; may maintain permit files and issue permits; may coordinate the preparation, submission, and administration of grants; maintains and updates files and databases; generates computer reports; operates office equipment including computers and assigned software; may have direct supervision and/or lead worker responsibilities for other staff; and performs related duties as required.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; contact with staff and the general public.

MINIMUM QUALIFICATIONS

Knowledge of:

- County policies, rules, and regulations.
- Operations, rules, policies, and procedures of the Department, Board, or Commission where assigned.
- Rules and regulations governing meetings of assigned Boards or Commissions.
- Methods and techniques of budget tracking and monitoring.
- Principles and practices of customer service.
- Public and community relations techniques.
- Office management methods and procedures.
- Methods and techniques of establishing and maintaining of filing and information retrieval systems.
- Purchasing methods and procedures.
- Mathematic concepts and practices.
- Personal computers and software applications related to administrative support work.
- Correct English usage, spelling, grammar, and punctuation.
- As assigned, principles of work coordination and lead supervision.
- As assigned, principles of supervision, training, and performance evaluation.

Ability to:

- Perform a wide variety of complex and specialized administrative support work for an assigned County Department Head, Board or Commission.

ADMINISTRATIVE SECRETARY - 3

- Interpret, explain, and apply a variety of County and Department policies, rules, and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Provide administrative support in the development, maintenance, and tracking of the department budget.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Take and transcribe notes, developing minutes for Boards, Committees, and Commissions.
- Use a personal computer and appropriate software for word processing, recordkeeping, and administrative functions.
- Effectively represent the County and the department in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Understand and carry out oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

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

Education

High school diploma or GED equivalent.

Experience

Four years of increasingly responsible experience performing a variety of administrative and office support work at a level equivalent to Secretary with Amador County, including substantial experience in a public contact position.

Special Requirements

None.