

Class Title: Administrative Secretary
Department: County-wide
FLSA: Non-Exempt

Class Code: 1122
Grade: 15
Eff. Date: 01/01/1994
Revised: 02/12/2019

GENERAL PURPOSE

Under the general supervision of a department administrator, performs specialized and complex secretarial and administrative support work requiring the exercise of independent judgment.

EXAMPLE OF DUTIES

Receives visitors or calls for a department administrator; handles questions or matters of a technical nature and directs others to the appropriate staff members; assists the general public with filling out forms and applications and providing general information about the department; receives and resolves complaints.

Receives and distributes incoming mail and faxes.

Prepares and maintain agendas for Board meetings; attends Board meetings and takes minutes; prepares minutes and materials to send to board members prior to meetings; makes necessary logistical arrangements for meetings.

Schedules and sends notices of conferences and meetings; makes travel arrangements for staff in the department and other parties as directed.

Prepares and submits expenses for reimbursement; prepares purchase orders and requisitions. Receives cash and issues receipts; insures all transactions are recorded.

Reviews documents and correspondence prepared for Director's signature to ensure conformity with agency policies, rules, procedures, grammar, and format.

May train other clerical staff and orient new staff in the department; collects staff timesheets and enter time in payroll system.

May create and/or update a department's (or division of a department) social media pages. May prepare press releases for news media; may create flyers and brochures.

Monitors offices supplies and sundries inventory and places orders for items as needed.

Composes and processes routine and special written correspondence, reports, forms, billings, payments, certificates applications or other materials; examines for accuracy and completeness.



CLASS SPECIFICATION

Reviews and prioritizes correspondence; determines information to be extracted for further use; determines routing and filing; maintains records and accounts; compiles, computes and tabulates data for reports requiring some judgment as to content.

Researches and indexes proper material to keep the files current and to answer any inquiries that may arise.

Operates computer and/or other office equipment as required.

Duties/Responsibilities Specific to Information Systems Department: Provides telephone assistance and trouble-shoots user problems on a daily basis (Microsoft Office and other applications help desk); assists users with maintenance and repair calls; responds quickly and effectively to correct user problems and requested support. Appraises situations and follows up with users regarding solutions. Refers hardware or network problems to appropriate staff. Responsible for processing requisitions, purchase orders, and invoices for all County computer equipment and software.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation or equivalent, plus four (4) years of related full-time experience; an acceptable combination of education and experience may be considered.

2. Special Qualifications:

Must be a public notary as required by the position.

Must be bondable as required by the position.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: modern office practices and procedures; proper use of grammar, spelling, punctuation; specialized duties required by the position; County and department policies, procedures, practices.

Skill in: keyboarding skills as required by the position; data entry; using Microsoft Word and Excel; operating modern office equipment including computers and all applicable software programs/applications.



CLASS SPECIFICATION

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: record and transcribe minutes; exercise sound judgment; perform complex and specialized clerical work; receive and appropriately handle confidential files and information; work independently; perform mathematical computations rapidly and accurately; compose and edit documents; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, employees, other departments, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***