

Secretary

Purpose Statement

The job of Secretary is done for the purpose/s of providing a variety of secretarial support to assigned administrator/department; assisting with administrative matters requiring knowledge of department policies and procedures and related County Office rules and regulations; organizing and coordinating office activities and communications; and distributing a wide variety of information and County materials.

This job reports to Assigned Administrator

Essential Functions

Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.

Compiles reports (e.g. statistical information for federal, state and YCOE reports, etc.) for the purpose of preparing information for assigned administrator.

Coordinates office workflow (e.g. interviews, daily work processes, appointments, meetings, workshops, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.

Greets visitors, staff, administration (e.g. greeting visitors and answering telephones, providing information and/or redirecting visitors and callers, providing detailed information regarding County Office and department programs, etc.) for the purpose of ensuring accurate communication.

Maintains a variety of manual and electronic documents files and records (e.g. purchase orders, time sheets, expense reimbursement requests, budget files, directories, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

Operates office equipment (e.g. computer, assigned software, etc.) for the purpose of providing necessary support for YCOE.

Performs personnel related activities (e.g. review and process time sheets, process staff attendance, monitor staff trainings, etc.) for the purpose of maintaining processes for supporting staff in compliance with established guidelines and policies.

Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, phone directories, periodic and ad-hoc reports, meeting agendas, brochures, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; oral and written communication skills; interpersonal skills; business telephone etiquette; interpersonal skills; basic budget monitoring and control methods; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and

understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; and vocational standards; knowledge of necessary YCOE regulations and personnel processes; modern office practices and procedures; concepts of grammar, punctuation; and office practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; working effectively with diverse groups and individuals; and problem solving.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

2/14/2018

Salary Grade

29