

CLASSIFICATION TITLE: Administrative Secretary I

Salary Range: 25

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under direction to perform a variety of complex office assistance duties; to relieve an administrator(s) of a variety of administrative detail work; to answer public and staff concerns; and do related work as required.

DISTINGUISHING CHARACTERISTICS:

The Administrative Secretary I is distinguished from the Administrative Secretary in that daily work assignments are more varied and require less supervision. Further difference includes comprehensive knowledge of departments and county office functions and the performance of assignments that require research and independent decision making. Monitoring the compliance of grants is a main function of this level of Administrative Secretary. The scope of job responsibility and latitude for independent action is greater than that of Administrative Secretary positions.

DIRECTLY RESPONSIBLE TO: The appropriate administrator, typically a department head.

SUPERVISION OVER:

None; however, may be responsible for assigning, directing, and reviewing the work of other support personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Administrative Support:

Manages office details by relieving the administrator of routine requests and matters; follows established rules and procedures in responding to requests and redirecting items to other staff members; transmits directives and decisions on behalf of supervisor to various employees, departments, and community leaders; recommends policy and procedure revisions; screens administrator's calls/visitors; composes correspondence independently for supervisor's signature; proofreads and edits various documents; maintains administrator calendars and schedules related appointments; makes arrangements for conferences, workshops, and inservices; creates brochures, flyers, forms, charts, reports formats, and other materials; collects and maintains evidence for formal program reviews; orders and maintains office supplies and equipment ensuring adequate levels are maintained; may record/transcribe meeting minutes and maintain records of meetings; may compile and distribute spelling bee packets and coordinate schedule with parents; coordinates, monitors, and expedites the completion of special projects, assignments, and activities; opens and sorts mail; serves as backup for other positions in the department; may assign work to subordinates; attends meetings and trainings as necessary.

Grant/Program Compliance:

General responsibilities with regard to monitoring grants and accounting functions related to grant and program administration; grant monitoring includes ensuring that all requirements of the grant/funding are met, determining allowable costs, reporting, etc.

Recordkeeping/Budgets:

Assists the administrator in various phases of the budget process including the development of budget projections, monitoring of expenditures and income, and analyzing budget printouts and reports; maintains all types of office filing and record keeping systems using both manual and computer database systems; collects, organizes, and analyzes data and prepares reports; initiates, completes, and processes forms which include budget requests, purchase orders, work orders, conference/travel claims, mileage claims, time sheets and other related documents; initiates and monitors the purchasing process including verifying adequate funding, completing requisition and purchase order forms; contacts vendors to evaluate and research products; may prepare contracts with various individuals and agencies.

Customer Service:

Interviews office visitors and telephone callers, answering inquiries, responding to concerns, and referring them to other staff as appropriate; maintains an effective communication link between departments and those contacted during the normal course of duties; assists and advises customers; researches customer inquiries; interprets and explains department policies and procedures to the public or other staff.

MINIMUM QUALIFICATIONS:

Education:

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position.

Training and Experience:

Any combination of training and/or experience which demonstrates ability to perform the duties as described.

Knowledge of:

Standard secretarial procedures and office management techniques; English grammar, punctuation, spelling and proofreading; business formats; record keeping and filing systems; general finance and accounting principles; computer communication systems; standard office equipment; effective telephone techniques.

Skill and Ability to:

Communicate effectively both in written and oral form with diverse groups; prepare concise and accurate written communications; interpret and implement policies and procedures and operations in the absence of supervisor; analyze situations and take appropriate action regarding routine procedural matters without immediate supervision; operate various standard office equipment to complete work assignments; operate various computer and standard office equipment to prepare documents and complete work assignments; operate a computer to perform at a level which allows for the maintenance of a complex database and management information system; learn a variety of hardware/software and adapt to hardware/software changes; utilize time management techniques to organize and prioritize work; coordinate a variety of projects simultaneously; read, interpret, research, explain, and apply laws, rules, regulations, policies, and procedures relating to department business; ability to accurately record/transcribe meeting minutes; maintain confidentiality and security of sensitive information and files; maintain cooperative working relationships.

Physical Requirements:

The usual and customary methods of performing the job functions requires the following physical demands: Occasional lifting up to 25 lbs, carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling; manual dexterity to operate a telephone and enter data into a computer; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation; facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation; facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation; facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation.