



# Jackson County Board of County Commissioners

## Position Description

<b>Job Title:</b>	Executive Secretary	<b>Reports To:</b>	Public Works Director
<b>Department:</b>	Public Works	<b>Supervisory (Y or N):</b>	N
<b>Location:</b>	Recycling Warehouse	<b>Retirement:</b>	Regular Class
<b>Annual Salary:</b>	\$26,814.00 - \$38,107.00	<b>Position Type:</b>	Full-Time

### Job Description

#### CLASS TITLE OF EACH POSITION REPORTING TO DIRECTLY TO THIS POSITION

- N/A

#### ROLE AND RESPONSIBILITIES

Under general supervision, performs a variety of advanced secretarial and administrative office management duties. Work involves preparing all types of correspondence and reports, distributing mail, maintaining calendars and schedules for superiors, establishing and maintaining the office filing system, and answering and routing phone calls. Employee is also expected to have a basic knowledge of the County Animal Control, Parks, Recycling and Utilities departments in order to answer questions from the public. Reports to the Public Works Director.

#### ESSENTIAL JOB FUNCTIONS

1. Provides general office support and specifically direct assistance to the Public Works Director and department supervisors.
2. Types correspondence; prepares manuals and reports; screens and routes materials according to content of communications, based on detailed knowledge of department operations and individual staff members' assignments and status of work.
3. Types materials from typed or handwritten copy which requires the use of a variety of complicated formats for preparing correspondence, reports and manuscripts, takes responsibility for accurate spelling, punctuation, format and grammar of documents reviewed or created for publication.
4. Accepts questions and/or complaints about the County from the general public, both over the phone and in person; answers question based on general knowledge of the functions provided by the county government; passes detailed questions and/or complaints to the appropriate department.
5. Schedules and maintains calendars for the management staff as well as parks rentals and; arranges travel itineraries.
6. Schedules staff meetings and prepare information packets for meetings; takes meeting minutes as requested.
7. Reports on maintenance problems appropriately.
8. Maintains recall system for follow-up assignments and mail log for tracking correspondence.
9. Establishes and maintains office filing system, operates office equipment, performs advanced word processing, spreadsheet and database operations.
10. Processes time sheets, leave and other employee administrative actions as assigned by the Public Works Director.
11. Maintains department and other budgets as assigned.
12. Maintains department property records and provides key control/inventory.
13. Performs other job related functions as required.
14. Operates and maintains County utility billing system, prints route sheets, enters reads and processes payments.

(The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties or requirements of this position.)

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

Graduation from high school supplemented by course work in secretarial sciences, and 3 to 5 years of experience in secretarial or administrative work, including significant computer experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.



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### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of modern office practices and procedures.
- Knowledge of math, spelling, grammar and punctuation.
- Knowledge of County personnel policies, programs and procedures.
- Skill in organizing work flow and coordinating activities.
- Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.
- Ability to make routine administrative decisions independently in accordance with laws, regulations, and County policies and procedures, and to solve problems and answer questions.
- Ability to compile data from varied sources and complete complex reports from such information.
- Ability to communicate effectively orally and in writing.
- Ability to develop and modify work procedures, methods and processes to improve efficiency.
- Ability to establish and maintain complex records and files.
- Ability to exercise considerable tact and courtesy in frequent contact with the general public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

### ADDITIONAL REQUIREMENTS

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including computers, typewriters, copiers, facsimile machines, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. .

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristic (whether similar to or divergent from obvious standards) of documentation of policies and procedure.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, manual, invoices, surveys, etc. Requires the ability to prepare correspondence, reports, forms, meeting minutes, news releases, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists; to interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to interpret graphs; and to compute discounts, interest, profit and loss, and ratios and proportions.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be



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adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

*This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*

### For County HR Use Only

Check all that apply:

**Standard Prescreen for Hire:** Uniform Allowance  Physical  Drug Screening  Re-screening

**Security Check:** No Security Screen Required  Background Investigation  Required Background & Fingerprint Required  Fingerprint Investigation Required  Access to Abuse Records  Caretaker  Financial  Corrections  Management  Sensitive  County Security Check  **Other:**

Reviewed By:		Date:	Click here to enter a date.
Approved By:		Date:	Click here to enter a date.
Last Updated By:		Date/Time:	

**The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position. This job description does not constitute a written or implied contract of employment.**

Incumbent Signature (optional):		Date:	
Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>		Title:	Date:
Supervisor's Signature:		Title:	Date:
Approval of Reviewing Authority: (Department Director)		Title:	Date:
Approval of Agency Personnel Officer:		Title:	Date: