

JOB TITLE: Administrative Secretary

DEPARTMENT: Maintenance, Rutherford County

JOB SUMMARY: This position is responsible for providing secretarial and clerical support to the department.

MAJOR DUTIES:

- Composes and types routine correspondence; types documents, technical and statistical reports, and other materials as directed.
- Reviews and proofreads documents, records, and forms for accuracy, completeness, and compliance with policies and procedures.
- Collects information from various sources and compiles data for routine and special reports; enters data in computer.
- Schedules appointments and arranges committee meetings; records and transcribes meeting minutes; prepares agendas and meeting packets.
- Greets visitors and directs them to appropriate department and/or person.
- Establishes and maintains bookkeeping and records management systems and procedures.
- Performs general secretarial duties, including copying documents, sending and receiving facsimiles, opening and distributing mail, answering telephones, and filing.
- Processes purchase orders for the department; orders supplies as needed with approval of supervisor.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of modern office practices and procedures.
- Knowledge of basic bookkeeping.
- Knowledge of department policies and procedures.
- Knowledge of county government departments and functions.

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- o Skill in maintaining files and records.
- o Skill in performing basic mathematical calculations.
- o Skill in using a computer, copier, calculator, facsimile machine, and postage meter.
- o Skill in oral and written communication.
- o Skill in dealing with the public.

SUPERVISORY CONTROLS: The supervisor assigns work in terms of general instructions. The supervisor spot-checks work upon completion for accuracy, compliance with procedures, and the nature and propriety of the final results.

GUIDELINES: Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related administrative and clerical duties. Frequent interruptions contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to provide administrative and clerical support to the department. Successful performance contributes to the efficient operation of the department.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office, on some occasions may have to go to nursing homes, houses, or their car.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

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MINIMUM QUALIFICATIONS:

- Ability to read, write, interpret and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.