

JOB TITLE: Administrative Secretary

SD/20

DEPARTMENT: Sheriff, Rutherford County

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

MAJOR DUTIES:

- o Performs various clerical duties for the department, such as answering and screening calls, answering inquiries, and greeting and referring the general public to the appropriate persons.
- o Composes, types and/or transcribes memoranda, letters, agendas, minutes and reports; proofreads, signs, and mails correspondence.
- o Performs annual audit; audits monthly statements; processes payroll.
- o Establishes and maintains department files and office procedures; maintains confidential and personnel records.
- o Assists in coordinating travel arrangements and seminar registrations for department personnel.
- o Sorts and distributes department mail; prepares bulk mailings as necessary.
- o Attends meetings and records minutes as directed.
- o Secures information via telephone or personal contact; selects appropriate material to answer questions.
- o Accepts and writes receipts for fee received in office.
- o Reviews and verifies records and reports; processes documents; files and retrieves information.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of modern office practices and procedures.
- o Knowledge of county and department policies and procedures, including purchasing procedures.

- o Knowledge of English grammar, spelling, and usage.
- o Knowledge of bookkeeping and accounting practices.
- o Skill in report preparation.
- o Skill in operating equipment such as a computer, typewriter, calculator, facsimile machine, postage meter, laminating machine, and copier.
- o Skill in organizing and prioritizing work.
- o Skill in dealing with the public.
- o Skill in oral and written communication.

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

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

COMPLEXITY: The work consists of related administrative and secretarial duties. Interruptions and time constraints contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to provide administrative and secretarial 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, vendors, and the general public.

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

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

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- o No experience requirements.