

ADMINISTRATIVE SECRETARY

DEFINITION

To perform responsible and confidential secretarial duties for a major division head or equivalent level manager; to perform a variety of administrative and clerical details; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel.

Exercises functional and technical supervision over assigned clerical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Acts as confidential secretary to a major division head or equivalent level manager and performs a variety of administrative and clerical details; provides support to division and section managers.

Takes and transcribes dictation for letters, reports and memoranda.

Types a variety of materials including correspondence, reports, resolutions and ordinances.

Gathers information and composes correspondence in reply to various requests, inquiries and questionnaires.

Attends meetings and takes and transcribes dictation; processes conference registrations and reservations.

Maintains a variety of materials; types a variety of reports and correspondence for County officials; maintains office personnel and confidential files; assembles data and information for special and regular reports; prepares a variety of technical reports and documents.

Answers the telephone and interviews callers, exercising considerable independent judgment in providing information and referring to appropriate parties.

Develops and maintains a variety of tracking, monitoring and filing systems.

Prepares agenda materials for Board meetings; provides staff support to boards, committees and commissions.

May coordinate and oversee the work of clerical staff.

EXAMPLES OF DUTIES (con't)

Operates a variety of office equipment and maintains office supplies at necessary levels; may operate a computer terminal and word processing equipment, including personal computers.

MINIMUM QUALIFICATIONS

Knowledge of:

General County policies, rules and regulations.

Operations, procedures and precedents of the assigned division and department.

Modern office procedures, methods and computer equipment.

Basic account and statistical record-keeping.

Correct English usage, spelling, grammar and punctuation.

Ability to:

Interpret and apply rules, laws and policies with good judgment while carrying out a variety of office assistance, stenographic and administrative detail assignments.

Take responsibility and use good judgment in recognizing scope of authority.

Compose correspondence independently.

Perform responsible and difficult office assistance work with speed and accuracy.

Perform basic financial and statistical record keeping.

Analyze situations accurately and adopt effective courses of action.

Prepare and maintain a variety of records and reports.

Take dictation at the speed required for successful job performance.

Type at a rate of 60 words per minute from clear copy.

Deal tactfully and courteously, maintaining a professional image while dealing with other County staff and the general public.

LANE COUNTY
Administrative Secretary (Continued)

Ability to: (con't)

Operate a computer terminal, personal computer and word processing equipment.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in secretarial, office practices or a related field is desirable.

Experience:

Three years of responsible secretarial experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.