

CODE: 0020
GRADE: 10

THOMAS COUNTY, GEORGIA
JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE SECRETARY

GENERAL STATEMENT OF JOB

Under general supervision, performs routine to moderately complex administrative, secretarial, bookkeeping and clerical work in support of effective and efficient department operations. Work may involve performing basic bookkeeping, clerical work, and record keeping principles in order to maintain inventory; placing orders; maintaining accounting for various materials; answering questions for the general public; providing secretarial support for the staff; managing bank accounts; assisting programs; typing files from dictation; making copies; sending files; keeping track of reports; and providing professional and courteous assistance to the public. Employee's duties assigned to employees in the job title may vary according to needs of the department and/or proper allocation of workload. Reports to the immediate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Keeps and maintains calendars.

Types a variety of correspondence, reports, meeting minutes, contracts, legal notices, etc., into form from typed or handwritten copy, assuming responsibility for spelling, punctuation, grammar and format; summarizes data in preparation of standardized reports.

Maintains office files and record keeping.

Prepares and distributes agendas.

Provides staff support as needed.

Maintains documents such as contracts, ordinances, resolutions, proclamations, etc.

Answers the telephone; screens callers; provides information as requested or forwards calls to appropriate staff person; takes messages as necessary.

Provides customer service.

Obtains, sorts, and processes the daily mail.

Performs specialized administrative and clerical work including but not limited to processing, validating building / electrical / plumbing / mechanical permits, issuing certificates of occupancies; researching zoning and other codes and regulations; scheduling inspections; contacting utility companies to authorize service; reviewing permit files for validity.

Compiles and types case files, reports for meetings, etc.

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Obtains purchase orders and approval for purchase orders over \$500.00; orders and distributes supplies, equipment, and parts.

Takes minutes.

Schedules and arranges appointments.

Copies, files, and distributes files and daily paperwork.

Submits reports to appropriate departments or divisions.

Performs data entry into computer systems of pertinent information such as work orders, etc.

Disseminates information to the public through the telephone or in person.

Performs follow-ups on reports.

Makes bank deposits; writes checks; manages bank accounts; balances bank statements; prepares bank reports.

Locates and mails necessary information.

Researches questions for clients, staff, etc.

Files and distributes daily paperwork.

Faxes paperwork when needed.

Maintains time cards.

Receives and/or reviews various records and reports such as shop budget, billing and warranty invoice, recall and return invoice, inspection sheet, approval on purchase orders, supply forms, time cards and sheets, court dispositions, cash, personal and business checks, registration forms, program results, Internal Revenue Service forms, vouchers, cassette tape, incident/accident report, arrest/booking reports, cell phone statements, crime lab requests, building and zoning weekly reports, ordinances, and various other records, reports, memos, correspondence, etc.

Prepares and/or process various records and reports such as agendas, proclamations and resolutions, weekly report, purchase orders, drug commission report, incident and/or property damage reports, accident reports, arrest reports, bank deposits, registration lists, Internal Revenue Service forms, flyers, program brochures, participant list, attendance list, commissary orders, payroll, adjusting entries, inmate overtime, service call reports, inventory report, fuel bids, work orders, and various other records, reports, memos, correspondence, etc.

Refers to a variety of information such as NAPA ordering books, filter book, Internal Revenue Service forms, Code of Ordinance, Official Minute book, zoning maps, policy and procedure manuals, computer manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of office equipment such as typewriter, computer, printer, copier, telephone, calculator, fax machine, two-way radio, postage machine, etc.

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Uses clerical and secretarial supplies, and computer software such as Microsoft Word, Microsoft Office, Microsoft Excel, Internet, Microsoft Access, QuickBooks, etc.

Interacts and communicates with various groups and individuals such as immediate supervisor, supervisors in other departments, repair technicians, co-workers, municipalities, District Attorney's office, probation and parole, other law enforcement agencies, investigators, jail personnel, warrant division, dispatch, 4-H members and families, inmates, attorneys, vendors, and the general public.

May perform the following duties:

Notifies media.

Types search warrants; orders lab reports; provides assistance to the Commander with informant expense account and annual budget; obtains funds for cell phone accounts; reminds agents of court appearances and appointments; determines if evidence returned from crime lab is for an open or closed case; prepares evidence to be destroyed on closed cases.

Registers 4-H events; compiles booklets; prepares bulk mailing and UPS shipments; provides assistance to 4-H members with speeches and posters.

Provides assistance in the jail when needed.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma with two to three years of responsible administrative or clerical experience, or any equivalent combination of training and experience, which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must have successfully completed required courses and certification; may be required to possess additional certification(s) as deemed necessary by the County. Must possess a valid Georgia driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

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Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, computer manuals, directories, maps, codes and ordinances, etc. Requires the ability to prepare reports, correspondence, forms, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery.

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

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

DISCLAIMER: This job description is not an employment agreement or contract.

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Management has the exclusive right to alter this job description at any time without notice.