

Champaign County Job Description

Job Title: Administrative Secretary

Department: Auditor

Reports To: Auditor

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME General Unit

Prepared Date: August, 2013

SUMMARY Performs secretarial duties; data entry and routine administrative functions for the Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Performs secretarial duties, data entry, receives and screens office calls and correspondence, responds to routine telephone inquiries; forwards calls to appropriate party.

Receives, data stamps and distributes incoming mail. Distributes purchase requisitions in numerical order to appropriate office staff.

Stamps all Accounts Payable checks, matches with remittance stubs, prepares for mailing in a timely manner.

Prepares payment of claims report data.

Accurately maintains a variety of logs and files.

Processes telephone bill and distributes vouchers for departments not billed by IT Department.

Monitors departmental materials and supplies and orders as needed.

On daily basis, batches Same Category Budget Transfers into computer system.

Accurately batches Budget Amendments and Transfers into computer system after County Board approval and returns approved paper copies to Departments.

Types checks as directed by staff accountants.

Responsible for maintaining petty cash drawer and distribution of petty cash to other County departments when necessary.

Prepares archive management report for Supervisor review.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES This position has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) or graduation from a recognized secretarial school supplemented by 1-3 years of responsible secretarial experience; or equivalent combination of education and experience. Requires good knowledge of County government operations.

LANGUAGE SKILLS Ability to read and interpret documents such as rules, equipment and software operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to County employees and the general public. Ability to quickly alphabetize files. Requires good knowledge of the English language and excellent spelling.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY Accuracy is paramount to succeed in this position. Must be able to work without direct supervision. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to handle a number of administrative functions independently. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk; or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.

NOTE: This document contains wording of a description of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position with this job class. "Essential functions" are to be determined at the position or job level within each department.