

Champaign County Job Description

Job Title: Senior Executive Secretary

Department: Nursing Home

Reports to: Nursing Home Administrator

FLSA Status: Exempt

Prepared Date: February, 2003

NATURE OF WORK

General Statement of Duties: Performs responsible secretarial and administrative duties for the Nursing Home Administrator and Accounting Department.

Supervision Received: Works under the direction of the Nursing Home Administrator.

Supervision Exercised: None

Characteristic Duties and Responsibilities: (Any one position may not include all of the tasks listed nor do the listed examples include all tasks in which may be found in positions of this class.)

Performs private secretarial duties including typing all correspondence, reports and memoranda emanating from the Department Head; receiving and screening visitors, telephone calls and correspondence directed to the Nursing Home Administrator; and making travel arrangements for the Department Head.

Assists in departmental budget preparation by gathering data required for budget projections, performing routine mathematical calculations such as percentages, and typing budget documents; maintains records of subsequent budgetary expenditures.

May assist the Nursing Home Administrator in committee and Board agenda preparation, committee files, and department head meeting agenda; and assist in follow up action from committee and Board.

May assist the Nursing Home Administrator with labor relations, legal matters, and preparation of contract.

Performs purchasing tasks for the department by contacting vendors, preparing and typing requisitions, approving invoices for payment, and maintaining records of purchases.

May schedule and attend confidential performance appraisal meetings and take minutes.

Performs accounts payable duties for the department, including preparation of vouchers and application of expenditures to appropriate accounts.

Prepares special and recurring reports by gathering data from various sources and typing information in appropriate reporting format; may utilize word processor, personal computer or computer terminal for reports.

Answers general inquiries from the public and other County staff regarding departmental policies, practices and procedures.

Maintains a variety of logs and files related to budgets, Accounts Payable, purchasing and payroll for department; may operate computer terminal for maintenance and retrieval of departmental records. Maintains entries and provide spreadsheet for the Donation Account and petty cash.

Performs related duties as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of modern office practices and procedures, considerable knowledge of English, spelling and mathematics. Considerable knowledge of operation of office equipment. Good knowledge of departmental and County policies, practices and procedures.

Good knowledge of County government operations. Good knowledge of the basic principles of bookkeeping and modern recordkeeping.

Skill in operating word processing equipment and software, personal computers and other general office equipment. Ability to operate a typewriter or terminal keyboard in order to provide input at an error free rate equivalent to approximately 70 words per minute.

Ability to handle a number of administrative functions independently. Ability to communicate effectively in English with departmental staff, other County employees and the general public.

Respect for resident rights and confidentiality.

Education and Experience:

The desired requirements necessary to effectively carry out position requirements include graduation from a recognized secretarial school including proficiency in word processing and current windows spreadsheet software supplemented by 1-3 years of responsible secretarial experience or an acceptable equivalent combination of training and experience.