

## Champaign County Job Description

**Job Title:** Administrative Secretary

**Department:** Sheriff

**Reports To:** Jail Administrator

**FLSA Status:** Non-Exempt

**Grade Range:** E

**Prepared Date:** August, 2009

**SUMMARY** Performs responsible secretarial and minor administrative duties for the Head of a County Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Performs private secretarial duties including typing correspondence, reports and memoranda from the Department Head. Receives and screens calls and correspondence directed to the Department Head.

May manage Department Head's calendar and arrange tentative schedules.

Answers written, telephone and in-person inquiries from the public regarding departmental issues.

Arranges programs and meetings by scheduling meeting rooms, issuing information and coordinating speakers, and controlling event budget.

Directs preparation of records such as agenda, notices, minutes, and resolutions for departmental meetings. Prepares special and recurring departmental reports by gathering data from various sources, compiling and typing data. May revise forms and department documents.

Prepares correspondence and reports requiring the use of a word processor, personal computer or on-line computer terminal.

May handle specialized tasks such as the Comprehensive Home Incarceration Program (CHIPS).

**SUPERVISORY RESPONSIBILITIES** May assign, review and approve the work of a small support staff performing clerical tasks. May be involved in interviewing and training new employees. This job has very limited 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 two-year program with some word processing and personal

computer training supplemented by two 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 before groups of employees and to deal one-to-one with the public. Requires good knowledge of the English language and 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** 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** 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 10 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 primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.