

Champaign County Job Description

Job Title: Senior Executive Secretary

Department: Sheriff

Reports to: Sheriff

FLSA Status: Exempt

Grade Range: I

Prepared Date: August, 2009

SUMMARY Performs responsible and confidential administrative and secretarial duties for a County Department Head.

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

Assists and acts in a confidential capacity to the Department Head involving department operations including matters regarding the formulation, determination and effectuation of the management policies of the department regarding labor relations. This position is excluded from the bargaining units.

Performs administrative duties including typing and/or word-processing all correspondence, reports and memoranda emanating from the Department Head. Receives and screens visitors, telephone calls and correspondence directed to the Department Head. Attends meetings as the departmental representative and takes/transcribes notes on proceedings. May make 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 types budget document. Maintains records of subsequent budgetary expenditures.

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

Performs personnel tasks for the department such as maintaining personnel files, maintaining payroll records and timesheets, preparing advertising copy for recruitment of new staff, scheduling and interviewing candidates for certain positions and contacting representatives of employment and temporary service agencies.

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

May maintain records for parking lot permit assignments reassign spaces when necessary and authorize towing of unauthorized vehicles when necessary.

May perform accounts payable duties for the department including preparation of vouchers and application of expenditures to appropriate account.

Prepares special and recurring reports for County and/or State 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, practice and procedures.

May review, record and deposit checks and other payments received by the department.

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.

May exercise administrative supervision over staff by coordinating work assignments. Schedules use of meeting rooms and other office space for use by the public, attorneys and County staff.

SUPERVISORY RESPONSIBILITIES May direct one to five clerical employees by coordinating work assignments, but has limited supervisory responsibilities.

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

EDUCATION and/or EXPERIENCE Graduation from a 2-year program with some word processing and personal computer training supplemented with five years of responsible secretarial experience; or an acceptable equivalent combination and experience. Requires good knowledge of County government operations and specifically of the assigned department. Should type error-free approximately 70 wpm. Requires skill in transcribing or taking notes of minutes of meetings.

LANGUAGE SKILLS Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with the public and employees of the organization. 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 and to draw and interpret bar graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several 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 primary 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 and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

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