

Champaign County Job Description

Job Title: Senior Administrative Secretary

Department: Treasurer

Reports To: Treasurer or Chief Deputy

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME General Unit

Prepared Date: April, 2005

SUMMARY Performs highly responsible and confidential, secretarial duties and administrative functions for the head of a County department or a high level administrator.

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

Types, proofreads and distributes reports, correspondence, forms, etc. of a specialized and confidential nature; may take and transcribe dictation, operate a dictaphone or word processing equipment.

Answers the telephone, takes and relays messages; screens supervisor's calls; responds to telephone inquiries whenever possible, forwards calls to appropriate party.

Prepares daily appointment schedule for supervisor. Makes and confirms appointments as directed. Schedules meetings and takes minutes as required.

Organizes and maintains files of records and correspondence; creates and generates reports/billings.

Monitors departmental materials and supplies, ordering as needed and verifying the accuracy of supplies received.

Ability to train new employees in all aspects of their primary duties and responsibilities; cross-train current employees in any new duties or to further their understanding of a specific existing duty.

Coordinates work assignments for clerical staff.

Monitors and wires funds for the County in the absence of the Treasurer and Chief Deputy.

Responsible for the distribution of bi-weekly payroll for all County departments.

Performs other duties as required.

SUPERVISORY RESPONSIBILITIES May assign, review and approve work of a small staff engaged in performing routine clerical tasks.

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) plus additional specialized training in office practices and 3-5 years of responsible office experience or an acceptable combination and experience. Good knowledge of arithmetic, spelling and the English language is required. Skill in operating a typewriter or word processor, plus good oral communications also required. Skill in shorthand also desirable.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers and other employees of the organization.

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.

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 regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel and talk or hear. 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 Usually, normal office working conditions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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.