

## Champaign County Job Description

**Job Title:** Senior Executive Secretary

**Department:** State's Attorney

**Reports to:** State's Attorney

**FLSA Status:** Exempt

**Grade Range:** I

**Prepared Date:** June, 2013

**SUMMARY** Performs responsible and confidential administrative and secretarial duties for a County Department Head, supervises support staff.

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

Assists and acts in a confidential capacity as Assistant to the State's Attorney, First Assistant, and Chief of Civil Division 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 and clerical duties for the State's Attorney, First Assistant, and Chief of Civil Division.

Performs personnel tasks for the department such as maintaining personnel files, preparing advertising copy for recruitment of new staff, scheduling and interviewing candidates for bargaining unit clerical positions, and contacting representative of employment and temporary service agencies.

Responsible for the training, supervision, discipline, and coordination of bargaining unit clerical support staff in the State's Attorney's Office.

Creates policies and procedures for bargaining unit clerical support staff, supervises staff with regard to said policies and procedures.

May serve as the representative of the State's Attorney's Office with regard to intra-governmental, inter-governmental, or community projects.

Serves as the Application Administrator for JANO system for the State's Attorney's Office.

Serves as LEADS representative for the office.

Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES** Directly supervises 15 to 20 clerical employees. Carries out supervisory responsibilities in accordance with the collective bargaining agreement, the County's policies and applicable laws. Responsibilities include interviewing, hiring, and

training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**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.

**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 primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet to moderate.