

LINN COUNTY CLASSIFICATION

TITLE: ADMINISTRATIVE SECRETARY

NUMBER: 040

PAY RANGE: 10

CATEGORY: OPEU & MANAGEMENT/EXEMPT

APPROVAL ORDER

NUMBER: 2001-530

DATE: September 18, 2001

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform varied and complex secretarial and program assistant functions for a major department head; or perform responsible program functions. Relieve department head of routine technical and administrative tasks. Positions in this classification may serve as confidential executive secretaries or technician/specialists and may be included as a member of the department management team; assignments are performed with relative independence. Supervisory guidance is sought when clarification or interpretation on department policy is in question. This classification is distinguished by the full exercise of authority over all elements of a more complex and involved office workflow.

SUPERVISION RECEIVED: Works under the general supervision of an administrative official such as an elected official or department head. Frequently develops and refines own work routines and is expected to carry assignments through to completion with only unusual or complicated tasks reviewed in detail.

SUPERVISION EXERCISED: Supervision of subordinate clerical positions may be a responsibility of positions in this classification; may participate in the selection of new personnel; assign duties, provide training, schedule leaves of absence, resolve grievances, evaluate performance and recommend personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Coordinate and supervise clerical processes in office.
2. Perform administrative secretarial functions; establish and implement office procedures; prepare correspondence from rough draft or dictation; compose correspondence in accordance to standard policies; maintain fiscal, payroll, and department records.
3. Perform executive secretarial functions generally for an elected official; answer varied inquiries from the public; explain policies and procedures; arrange appointments; maintain calendar and prepare meeting agendas and minutes. Perform special projects.
4. Within defined guidelines, provide technical assistance for a program area.
5. Maintain complex accounting records; accumulate, analyze and interpret fiscal data; work with computer records.
6. May assist in departmental budget preparation and expenditure control; provide assistance to department staff on budget, personnel, purchasing and related matters.

7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

9. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of office practices and procedures as required by the position. Considerable knowledge of accounting procedures of an advanced clerical nature. Considerable knowledge of basic English composition, spelling and grammar. Reasonable knowledge of legal office terminology and the preparation and processing of legal documents as required by the position.

Ability to relieve a chief administrative official of administrative details with minimum supervision and with only general direction. Ability to plan, organize and supervise the work of subordinates as required by position. Ability to exercise good judgment, courtesy and tact in public contacts, and maintain effective working relationships with other employees, public and private officials and the public. Ability to perform typing or stenographic work at an acceptable level of proficiency as required by the position. Ability to maintain the confidentiality of information.

Skill in the operation of a typewriter, transcribing equipment and other office machinery as required by the position.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school plus three years of progressively responsible secretarial experience with some exposure to supervision if required by position; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move 30 pounds.