

LINN COUNTY CLASSIFICATION

TITLE: PROGRAM SECRETARY
NUMBER: 041
PAY RANGE: 10
CATEGORY: DSA

APPROVAL ORDER NUMBER 2016-268
DATE: AUGUST 9, 2016

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform varied and complex secretarial and program assistant functions for a department supervisor and/or perform responsible program functions. Relieve the department supervisor or other department employees of routine technical and administrative tasks. Work assignments are performed with relative independence. Supervisory guidance is sought when clarification or interpretation of department policy or procedure is in question.

SUPERVISION RECEIVED: Works under the general supervision of a department supervisor. Employee occasionally develops and refines own work routines and is expected to carry assignments through to completion.

SUPERVISION EXERCISED: Supervision is not a normal responsibility of positions in this classification, but an incumbent may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in 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. Receive public and clients in person, via telephone and through email or other electronic means of correspondence. Direct calls and individuals to appropriate staff. Perform front counter reception work, answer questions, direct visitors to desired resources and may assist in completing specialized forms.
3. Perform secretarial and routine program functions to include; operating computer terminals entering data, using word processing programs, record management systems and other office equipment. Answer inquires from the public. Perform special projects and be part of a team of members completing a special project.
4. Maintain computer and office files and search for and retrieve information requested by authorized persons.
5. Collect, receipt and record payment information; balance daily receipts to ledgers and data processing printouts. Prepare daily Linn County Treasurer deposits and post into computerized records.
6. Develop and maintain effective, harmonious and reasonable work relationships with others.
7. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

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. Some knowledge of basic bookkeeping practices; some knowledge of police procedures, practices and terminology. Skill in the use of computers, word processing programs, records management systems and other computer programs.

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 maintain the confidentiality of information. Ability to perform non-clerical tasks related to the program area in which the position is utilized.

Ability to speak clearly and to express information to co-workers or the public. Ability to understand information presented through oral instruction, written directives or received by telephone.

EXPERIENCE, EDUCATION AND TRAINING: Be a citizen of the United States. Be 18 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery or manufacture of a controlled substance, narcotic or dangerous drug. Shall maintain a valid medic First Aid and CPR card.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENTAL: 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 50 pounds.