
EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Forests, Parks & Recreation	CLASSIFICATION:	006
SUPERVISOR:	Asst. Public Works Director	SALARY RANGE:	22
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 697

GENERAL STATEMENT OF DUTIES: Perform advanced secretarial/clerical and administrative support to the department, including answering telephone and greeting public, providing requested information, typing, scheduling meetings/appointments, issuing receipts and maintaining records involving the operation of the department. Do related work as required.

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

Type and edit correspondence, memos, reports for department and Parks Advisory Commission. Attend, record and transcribe and distribute meeting minutes for Forest Advisory Board, Wilkerson, Sub-Committee and Parks Advisory Commission.

Process a variety of forms, including bid packages, specifications, park rules, claims and job announcements.

Receive and record revenues and receipts for department. Maintain accurate account of park visitors related to each park.

Set up and maintain a detailed cost accounting system for the department.

Maintain accurate time records for department employees, including volunteers and seasonal employees. Prepare necessary payroll records for transmittal to Accounting.

Answer telephones, greet visitors and direct inquiries to appropriate area.

Prepare, post and advertise notices of public meetings, advertisements for bid and job announcements. Establish related files. Compose and type a variety of correspondence and reports.

Prepare and deliver mail, claims and receipts to appropriate departments. Pick up mail or other documents to return to department.

Contact vendors for ordering supplies and equipment and obtain price quotes. Keep accurate records of inventory.

Maintain accurate and extensive filing system relating to department activities

Deliver supplies to parks and museums and pick up weekly revenues when directed.

Assist Director of department in preparation of initial department budget and other special projects.

JOB DESCRIPTION: **DEPARTMENT SECRETARY**

DATE: 10/08/2011

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not normally a responsibility assigned to this position. Position may occasionally have some coordination of temporary/volunteer help.

SUPERVISION RECEIVED: Work under the close supervision of the Director of Forests, Parks and Recreation who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATION REQUIREMENTS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school graduate or equivalent plus additional secretarial training. Two years secretarial experience. Or any satisfactory combination of experience and training which demonstrates the ability to perform the above duties.

SPECIAL LICENSES, CERTIFICATIONS, ETC.: Possession of a valid motor vehicle operator's license and must be insurable under the County's liability insurance coverage.

KNOWLEDGE, SKILL AND ABILITY: Advanced knowledge of office practices and procedures, business English, grammar and spelling, arithmetic, record keeping procedures and bookkeeping principles and practices. Strong familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. Occasional projects may require exposure to outdoor weather conditions and terrain.