



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Secretary</u>	NEW: <u>X</u>	REVISED: <u> </u>
<small>(Please check one)</small>		
REPORTS TO: <u>Various</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Various</u>	JOB CODE: 600	

DEFINITIONS:

Under close supervision, performs clerical and secretarial duties such as answering phones typing, filing, preparing correspondence, filing and acting as a receptionist.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Receives and screens telephone calls and visitors; responds to questions and refers to appropriate staff; provides general information about the department and the County; schedules appointments; receives, sorts and distributes mail; types correspondence, forms and reports; reviews and proofreads materials for accuracy.

Enters information into computer programs; verifies accuracy of data entry; files and maintains records and documents in an established system for easy retrieval; makes copies of documents; prepares and distributes minutes of meetings.

Compiles and tabulates data for reports; maintains records such as attendance, payroll, office activities and expense statements; monitors and maintains an appropriate level of office supplies; maintains confidentiality of sensitive information.

KNOWLEDGE AND SKILL:

1. Good knowledge of standard office practices, record keeping and office equipment and computer software.
2. Good knowledge of County departments and operations.
3. Good knowledge of Boone County policies and procedures.
4. Skill in organizing, scheduling and reviewing work.
5. Skill in the use of a personal computer.
6. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.

MINIMUM QUALIFICATIONS:

High school diploma or GED and three years secretarial / office management experience; ability to type 60 wpm.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)