

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Administrative Secretary V
Department: General
Revised : November 2011

Class : Administrative Support
FLSA : Non-exempt

This job description supersedes any prior description for the Administrative Secretary V classification.

GENERAL DESCRIPTION

Extremely responsible clerical work including supervisory responsibility which involves interpreting and analyzing a volume of procedural and substantive guides to determine a proper course of action in relieving the department director of a variety of routine administrative matters. General supervision is received from the department director, who reviews work through observation and periodic consultations. This class is differentiated from the Competitive Service level IV classes by the complexity and responsibility of work performed.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Composes letters, memorandums, and reports which require independent research and the director's approval and signature.

Makes arrangements for conferences and meetings; screens calls and visitors; reviews and routes incoming mail based on content; types and proofreads memoranda, letters, reports and other documents.

Plans and arranges for the maintenance and preparation of information needed for the budget.

Prepares a variety of public information releases for the department.

Takes notes/dictation at a variety of meetings; transcribes and types summaries of the meetings.

Talks with a wide variety of people by telephone and in person on a wide variety of matters; resolves these contacts in the best interest of the County, the department director, and the persons involved through a wide variety of methods.

Provides department orientation of new employees.

Plans, programs, supervises, monitors and controls the clerical subordinates assigned and their work.

Collects, verifies, and inputs employee timesheets into the payroll system; prepares deposits of money collected by the department.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of departmental organization and programs.

Thorough knowledge of modern office practices, procedures, and technology.

Thorough knowledge of County personnel and budgetary rules, regulations, and procedures.

Ability to interpret program policies, rules, regulations, and procedures for organizational personnel and the general public; ability to be resourceful in gathering and giving program information, scheduling and coordinating a variety of appointments, meetings, and conferences.

Ability to plan, program, and supervise the work of subordinate clerical employees.

Ability to plan, organize, and review work, work flow, and procedures; ability to analyze problem areas of work and recommend solutions to supervisor.

Ability to utilize various computer software applications including Microsoft Word, Excel, and PowerPoint with proficiency.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with county officials, fellow employees, clients, and the general public.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 10 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Graduation from a two-year secretarial science or business administration program with courses in secretarial techniques and practices and one year of office, clerical, or secretarial experience; or graduation from high school and three years of office, clerical, or secretarial experience; or equivalent combination of training and experience. A valid driver's license may be required dependent upon the department assigned to and the specific job responsibilities.

**This job description does not create an employment contract,
implied or otherwise.**