

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Administrative Secretary IV – Veteran Services  
**Department:** Veteran Services  
**Revised** : March 2023

**Class** : Administrative Support  
**FLSA:** Non-exempt

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

**GENERAL DESCRIPTION**

Responsible paraprofessional administrative work with implementation responsibility for one or more programs of a specialized nature or equal responsibility. Duties require an awareness of virtually everything happening in an office or department. General supervision is received from an administrative superior, who reviews work through analysis of work accomplished and through periodic conferences. This class is differentiated from level III classes by the level of responsibility and complexity of work.

**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.)

Prepares a variety of detailed reports for county officials and outside agencies.

Assists with preparation of the departmental budget.

Processes information requests; resolves problems within the framework of established policies, procedures, laws, and ordinances.

Plans, programs, supervises and monitors the work of other clerical personnel; performs the duties of subordinates as required.

Performs secretarial duties to one or more administrative personnel; schedules and coordinates a variety of appointments and meetings; composes and types memorandums, letters, reports, and other documents; answers telephone and takes messages; routes incoming and outgoing mail to appropriate party.

Maintains confidentiality as necessary with regard to specific job assignments.

Processes invoices for payments; monitors departmental budget for over-expenditures.

**OTHER JOB FUNCTIONS**

Performs related duties as required.

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of office practices, procedures, and applications.

Thorough knowledge of departmental or County programs and policies.

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General knowledge of the basic principles of accounting.

Ability to apply independently specific laws, departmental rules and regulations relating to verifying, processing, and maintaining records and documents.

Ability to type with accuracy at the speed required by the particular position; correct spelling, grammatical punctuation, and typing errors; use judgment in organizing and establishing arrangement and format; and to perceive sentence and grammatical structure using technical language and to establish complicated formats from dictating equipment.

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

Ability to compose letters and documents independently following established guidelines.

Ability to resolve problem situations; be resourceful in gathering and giving program information, schedule and coordinate a variety of appointments, meetings and conferences.

Ability to answer most inquires and questions independently.

Ability to establish and maintain effective working relationships with county officials, fellow employees 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 high school and two years of progressively responsible secretarial or clerical experience. Secretarial school preferred. A valid driver's license may be required dependent upon the department assigned to and the specific job responsibilities of the position.

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