

## **Job Description: SECRETARY I (AIRPORT)**

**CLASS NO.** 2303

**EEOC CATEGORY:** Office and Clerical

**PAY GROUP:** 13

**FLSA:** Nonexempt

### **SUMMARY OF POSITION**

Provides general secretarial and accounting support for the Chambers County Airport.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Airport Manager
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with co-workers, other county employees, officials, and the general public.

### **EXAMPLES OF WORK**

#### Essential Duties\*

Prepares lease agreements on aircraft hangars, including the collection of fees, deposits, and receipts them;

Prepares monthly mileage report on usage of county aircraft and reports daily on flights and makes available to the FAA;

Prepares and delivers press releases on airport events;

Orders necessary office and cleaning supplies and maintains current inventory of supplies on hand;

Prepares daily receipts and deposits on all fuel monies;

Coordinates outside aircraft fuel deliveries;

Maintains employee vacations and sick leave reports;

Prepares aerial photography for county offices and the U. S. Army Corps of Engineers;

Performs department bookkeeping tasks; and

Travels to post office and county facilities to mail letters and pick up parts and supplies.

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
8/2012

**CLASS NO. 2303 (Continued)**

Other Important Duties\*

Performs such other related duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* county operations; general office management and secretarial and accounting procedures.

*Skill/Ability to:* demonstrate proficiency in both oral and written communication; operate standard office equipment including typewriter, calculator, copier, fax machine, and computer using standard word processing and spreadsheet software; type accurately at a speed of at least 50 words per minute; prepare required reports; maintain accurate department records; and establish and maintain effective working relationships with co-workers, other county employees or officials, and the general public.

**ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduation, or its equivalent, plus training in general office and secretarial tasks and at least one year of related work experience;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

Applicable Texas driver's license or available alternative means of transportation.