

Job Description: SECRETARY II
(COUNTY COMMISSIONER, PCT#1)

CLASS NO. 302

EEOC CATEGORY: Office and Clerical

PAY GROUP: 14

FLSA: Nonexempt

SUMMARY OF POSITION

Provide a broad range of secretarial and clerical duties for County Commissioner, including data entry, typing, filing, issuing various permits, coordinating event schedules at county community facilities, etc.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Commissioner.
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with other county officials or employees, and the general public. Has regular contact with officials and employees of other municipal and state government offices or departments and private businesses.

EXAMPLES OF WORK

Essential Duties

Assists County Commissioner with duties including typing budgets and personnel memos and maintaining files of Commissioners Court documents;

Receives telephone calls concerning culvert requests and citizens' concerns regarding drainage, maintenance department requests, mosquito infestations, roads, etc., and assists callers by answering questions, directing calls, or taking messages;

Assists the general public in a courteous manner;

Receives fees for and issues solid waste or driveway permits;

Receives fees for culvert installations, issues receipts, and notifies road and bridge department of installation address;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
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CLASS NO. 302 (Continued)

Coordinates scheduling of events at county community facilities, prepares facility-use contracts, collects fees and deposits, ensures keys are returned after events, and issues cancellation refunds as required;

Performs general office secretarial duties including typing, opening and date stamping mail, updating and maintaining hard copy on computer files, sending or receiving fax notices, and making copies of various office records or correspondence;

Prepares office supply requisitions and purchase orders;

Prepares and makes bank deposits, balances office checkbook, and prepares monthly office financial reports;

Arranges maintenance for county park facilities, building and annexes;

Assists County Indigent Health Care Office with referrals and acquiring information from applicants;

Review phone bills for discrepancies;

Prepares monthly reports for County Treasurer, Auditor, and Road and Bridge Department; and

Distributes voter registration cards as necessary;

Receives work orders and maintenance complaints and prepares related forms to document the same;

Other Important Duties

May process food commodity applications;

May receive telephone calls for the Constable and Justice of the Peace offices and respond to inquiries concerning service of papers and pending cases;

May assist Justice of the Peace offices with various typing and filing duties including preparing, filing, and updating cases and typing complaints, reports, case dispositions, etc.;

May prepare and mail hot check arrest warrant notifications and jury summons for Constable offices;

May serve as notary public; and

Performs such other related duties as may be assigned.

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CLASS NO. 302 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: county, state and federal government practices and procedures; and current secretarial, clerical, and bookkeeping principles and practices.

Skill/Ability to: interpret and carry out office policies, regulations, and procedures; operate computers utilizing word processing and database software programs; type at least 60 words per minute with a high degree of accuracy; maintain accurate office files and records; utilize correct business English, spelling, punctuation, and arithmetic; utilize standard office equipment including typewriter, adding machine, fax, copier, etc.; work well with interruptions; and establish and maintain effective working relationships with other county officials or employees, other governmental agencies and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduate, or its equivalent, plus at least two years of related secretarial experience;

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

CERTIFICATES AND LICENSES REQUIRED

None (Notary Public preferred)

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