

**Job Description: SECRETARY II**  
**(COUNTY COMMISSIONER, PCT#2)**

CLASS NO. 303

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 citizens' concerns regarding drainage, 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;

Assist with culvert installations and notifies road and bridge department of installation address;

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;

**CLASS NO. 303 (Continued)**

\*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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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;

Review phone bills for discrepancies;

Prepares monthly reports for County Treasurer and Auditor; and

#### Other Important Duties

Performs such other related duties as may be assigned.

### **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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