

**Job Description: SECRETARY II /
(CC, PCT #2 / EMERGENCY SERVICE COORDINATOR)**

CLASS NO. 307

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 and Emergency Services Coordinator
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 secretarial duties including typing and maintaining files;

Receives telephone calls 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;

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

Prepares office supply requisitions and purchase orders;

Prepares and makes bank deposits and prepares monthly office financial reports;

Prepares monthly reports for County Treasurer and Auditor; and

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 4/12/2016

CLASS NO. 307 (Continued)

Receives telephone calls and takes messages for offices of Emergency Management, Fire Marshal, and Safety;

Prepares requests for payment for offices of Emergency Management Performance Grant application. Prepares and submits quarterly financial report and bi-annual progress reports. Failure to submit these documents by the deadlines may result in a loss of grant eligibility.

Assists Safety Department with clerical duties, including tracking department safety meetings and preparing a monthly report.

Oversee summer work program for County's swimming pool;

Oversee building inspectors schedules and payment for Precinct 2;

Distributes voter registration cards as necessary; and

File online work orders and maintenance complaints from citizens; in regards to County park facilities, buildings, and annexes.

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.

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CERTIFICATES AND LICENSES REQUIRED

None (Notary Public preferred)

Valid Texas Driver License

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