

Job Description: SECRETARY II
(ENVIRONMENTAL PROTECTION AND PERMITTING)

CLASS NO. 3004

EEOC CATEGORY: Office and Clerical

PAY GROUP: 11

FLSA: Nonexempt

SUMMARY OF POSITION

Processes accounts payable/receivable for department, answers service requests, and maintains departmental records, including personnel and equipment information, contracts, payroll, budget, annual reports, etc.

ORGANIZATIONAL RELATIONSHIPS

- 1 Reports to: Director of Environmental Health and Permitting.
- 2 Directs: This is a non-supervisory position.
- 3 Other: Has contact with various governmental entities, other county employees, vendors,
and the general public.

EXAMPLES OF WORK

Essential Duties*

Answers telephone calls pertaining to Environmental Health and Permitting;

Type routine letters, memos, and other correspondence and make copies of documents as requested.

Handles accounts receivables for Environmental Health and Permitting, including preparing purchase orders, and recording necessary information;

Maintains employee timesheets and leave records;

Maintains manual and/or computerized filing system;

Perform Food Service Inspection at special events;

Prepares and updates bid packets, contract agreements, reports, etc., for Environmental Health and Permitting;

Compiles data for quarterly and annual reports (State and Federal Agencies);

Other Important Duties*

Performs such other related duties as may be assigned, including assisting Director and/or Food Inspector.

*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 6/11/2013

CLASS NO. 3004 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: governmental accounting principles (GAP); and personnel practices and procedures;

Skill/Ability to: operate a computer using standard word processing and spreadsheet software packages; operate standard office equipment, including copy machine, fax, calculator, and typewriter; compile, analyze, and interpret data; establish and maintain effective working relationships with representatives of various governmental agencies, and other county employees, and the general public; perform basic mathematical calculations; and demonstrate proficiency in both oral and written communication.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus at least two years of secretarial experience, preferably in an accounts receivable/payable environment;

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

CERTIFICATES AND LICENSES REQUIRED

An appropriate Texas Drivers License with acceptable driving record or available alternate means of transportation.

Food Handler Certification

On-Site Waste Water License

TRAINING AND EXPERIENCE

Proficient in Microsoft Office

Bookkeeping

Business/Technical Writing

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