

**Job Description: SECRETARY I**  
**(ENVIRONMENTAL HEALTH AND PERMITTING)**

CLASS NO. 3005

EEOC CATEGORY: Office and Clerical

PAY GROUP: 10

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: Environmental Health and Permitting Director
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;

Compiles data for quarterly and annual reports, calculating number of hours worked by employees, calculating costs of materials and equipment, and recording service requests received and completed; and

Compiles data reported with the Texas Natural Resources Conservation Commission (TNRCC), grant information, including recycling, reported to appropriate agencies on a quarterly and annual basis.

Other Important Duties\*

Performs such other related duties as may be assigned.

\*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. 3005 (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**

None Required