

Job Description: SECRETARY I (COUNTY LIBRARY)

CLASS NO. 1507

EEOC CATEGORY: Office and Clerical

PAY GROUP: 11

FLSA: Nonexempt

SUMMARY OF POSITION

Performs general accounting, secretarial, and clerical tasks for the County Library, including maintaining ledgers for grant programs and daily operations, preparing purchase orders, typing correspondence and reports, and greeting the general public within the office.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Assistant Library Director
2. Directs: This position is non-supervisory.
3. Other: Has contact with bankers, the County Auditor, co-workers, and the general public.

EXAMPLES OF WORK

Essential Duties*

Performs and/or oversees the performance of accounting and banking tasks for the library including, but not limited to, maintaining ledgers for grant programs, maintaining daily operations accounting records, reconciling accounts associated with materials acquisitions, making bank deposits, etc.;

Executes and ensures accuracy of clerical tasks associated with library purchasing, including placing orders, releasing invoices for payment, monitoring status of orders, and assisting County Auditor's office and purchasing department concerning library purchases;

Types correspondence, reports, surveys, purchase orders, debtor claim sheets, book orders, and library information commiques as required;

Handles papers or documents of a confidential nature and discusses privileged information with senior library staff;

Ensures office operates efficiently on a day-to-day basis;

Develops office programs, policies, and procedures, and provides information concerning same;

Supervises the preparation of outgoing mail;

Receives, sorts, and distributes incoming mail to proper division and delivers interoffice mail to other county offices;

*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. 1507 (Continued)

Receives patrons and visitors within the office and answers office telephones as required;

Assists other county personnel in person or over the telephone as necessary;

Prepares and maintains accurate office files and records of correspondence and library personnel, including new hire information, payroll data forms, vacation and sick leave statistics, and time sheets; and

Compiles or supervises the compilation of statistics for reports, surveys, or records prepared by staff members, and proofreads and edits correspondence, reports, etc.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: office operations; clerical practices and procedures; and generally accepted accounting principles.

Skill/Ability to: perform accurate accounting functions; institute effective office programs, policies, and procedures; demonstrate proficiency in both oral and written communication; type accurately at a speed of at least 50 words per minute; operate standard office equipment, including typewriter, copier, fax machine, calculator, and computer utilizing standard spreadsheet and word processing software; maintain accurate office files and records; and establish and maintain effective working relationships with co-workers, the County Auditor's office, other county employees, and the general public.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus at least two years of related secretarial, accounting, and clerical experience;

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

CERTIFICATES AND LICENSES REQUIRED

None.