

Job Description: SECRETARY II
(MOSQUITO CONTROL / AIRPORT)

CLASS NO. 2406

EEOC CATEGORY: Office and Clerical

PAY GROUP: 13

FLSA: Nonexempt

SUMMARY OF POSITION

Provide administrative support and general secretarial skills for Mosquito Control and Airport departments. Processes accounts payable/receivable, answers service requests, and maintains departmental records, including personnel and equipment information, contracts, payroll, budget, annual reports, etc.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Mosquito Control Director
Airport 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 and places telephone calls, including handling mosquito service requests for county residents, pest control (ant-roach-rat-etc.) requests for county buildings and properties, responding to personnel questions, takes messages, forwards calls, and completes forms as appropriate;

Establishes and maintains office-shop-janitorial supplies;

Type routine letters, memos, and other correspondence and makes copies of documents as requested;

Prepares and delivers press releases for Mosquito Control occurrences and Airport events;

Handles accounts payable for Mosquito Control and Airport, including designating invoices to line item accounts, preparing requisitions, purchase orders, and recording necessary information;

Maintains employee timesheets, maintain and updates employee leave records, enters data into computer, calculates payroll, enters data into ledger, and provides County Treasurer with necessary information;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 2406 (Continued)

Establishes and maintains manual and/or computerized filing system;

Compiles monthly expenditures for Mosquito Control and Airport to balance with County Auditor's office;

Compiles daily receipts and deposits on all Aircraft fuel monies;

Coordinates outside fuel deliveries;

Compile monthly rainfall data from 10 locations within the county. Prepares and distributes to county officials, other various government entities and individuals;

Prepares activity summaries for Mosquito Control's quarterly newsletters, including compiling information, entering data into computer, editing information, and mailing;

Prepares and updates bid packets, contract agreements, reports, etc. for Mosquito Control and Airport departments;

Prepares and updates lease agreements on Aircraft Hangers, including the collection of fees, deposits and maintains receipts and invoices;

Maintains and updates personnel records for Mosquito Control and Airport departments, including completion and distribution of the necessary forms to appropriate departments and individuals;

Compiles data for annual report, including updating map of light trap locations, calculating number of hours worked by employees, calculating costs of materials, equipment, and recording service requests received;

Aerial photography for county and other various government entities;

Compiles data for update with Federal Aviation Administration (FAA), including requesting authorization to spray from unincorporated cities with the county, notifying residents of intent to spray through the local media, updating map of areas to be sprayed, and sending letters of explanation of FAA.

Compiles monthly mileage reports on usage of County's aircrafts, prepares daily reports on flight schedules and make readily available for FAA;

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

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

CLASS NO. 2406 (Continued)

Skill/Ability to: operate a computer using standard word processing and spreadsheet software packages; operate standard office equipment, including copy machine, calculator, and typewriter, compile, analyze, and interpret data; establish and maintain effective working relationships with representatives of various governmental agencies, other county employees, and the general public; perform basic mathematical calculations; demonstrate proficiency in both oral and written communication; and type accurately at a speed of at least 40 words per minute.

ACCEPTABLE TRAINING AND EXPERIENCE

High school diploma, 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.