

**Job Description: SECRETARY II**  
**(ROAD & BRIDGE)**

**CLASS NO.** 2122

**EEOC CATEGORY:** Office/Clerical

**PAY GROUP:** 13

**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: Administrative Assistant/Financial Officer
2. Directs: This is a non-supervisory position.
3. Other: Has contact with various governmental entities, other county employees, and the general public.

**EXAMPLES OF WORK**

Essential Duties\*

Answers and places telephone calls, including handling services requests and responding to personnel questions, takes messages, forwards callers, and completes forms as appropriate;

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

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

Establishes and maintains manual and/or computerized filing system;

Prepares and files commissioners court minutes pertaining to road and bridge, airport, solid waste, golf course, parks, buildings, and mosquito control departments;

Prepares and updates bid packets, contract, agreements, reports, etc. for road and bridge;

Other Important Duties\*

Performs such other related duties as may be assigned.

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

Chambers County

**CLASS NO. 2122 (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, calculator, and typewriter; compile, analyze, and interpret data; establish and maintain effective working relationships with representative 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 EXPERIENCE AND TRAINING**

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.