

Job Description: SECRETARY I
(ROAD & BRIDGE)

CLASS NO. 2126

EEOC CATEGORY: Office/Clerical

PAY GROUP: 11

FLSA: Nonexempt

SUMMARY OF POSITION

Processes accounts payable/receivable for department, answers service requests, and maintains departmental records, including personnel 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 service requests and responding to personnel questions, taking messages, forwarding callers, and completing forms as appropriate;

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

Prepares and files commissioners court minutes pertaining to road and bridge,

Prepares County Engineer's quarterly newsletters, including compiling information, entering data into computer, editing information, and mailing;

Prepares and updates bid packets, contracts, agreements, reports, etc., for road and bridge and solid waste; and

Answers two-way radio and telephone, takes messages, answers questions, or directs calls as necessary.

Other Important Duties*

Performs such other related duties as may be assigned including assisting Secretary II's and the Administrative Assistant.

*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 8/14/2012

Chambers County

CLASS NO. 2126 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: generally accepted accounting principles and payroll procedures.

Skill/Ability to: operate a computer using standard work processing and spreadsheet software packages; operate modern office equipment including typewriter, calculator, and copy and fax machines; accurately type at a speed of 40 words per minute; maintain up-to-date manual and computer records; establish and maintain effective working relationships with co-workers and county officials; 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 related office clerical experience;

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

CERTIFICATES AND LICENSES REQUIRED

None.

This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 8/14/2012

Chambers County