

**Job Description: SECRETARY II**  
**(PURCHASING & CHIEF DEPUTY SECRETARY)**

**CLASS NO.** 1811

**EEOC CATEGORY:** Office and Clerical

**PAY GROUP:** 14

**FLSA:** Nonexempt

**SUMMARY OF POSITION**

Prepares purchase orders; collects bids; orders equipment and supplies; distributes ordered materials; maintains expense and budget balances related to purchasing; handles bill paying for departmental purchases; and prepares and organizes jury summons documents.

**ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Administrative Assistant (Sheriff)
2. Directs: This is a non-supervisory position.
3. Other: Has contact with Sheriff's department employees, other county personnel, vendors, and the general public.

**EXAMPLES OF WORK**

Essential Duties\*

Orders supplies, equipment, and printed materials for department, including preparing purchase orders and requisition forms for orders;

Collects bids and estimates on purchase orders;

Monitors receipt and distribution of ordered items;

Maintains accurate expense and budget balances related to departmental purchasing and distributes budget balance statements regularly to Sheriff and other appropriate personnel;

Collects appropriate documentation for bill payment and prepares bills for payment through County Auditor's office;

Enters and updates orders, expenses, and payments in computer;

Prepares jury duty for mailing, for district court, county court, and grand juries;

Receives responses from notified jurors by phone and by mail and relays information as appropriate;

\*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. 1811 (Continued)**

Distributes jail census to appropriate county officers;

Performs general clerical duties including, filing, faxing, copying, and answering telephones;

Provide vacation relief to Administrative Assistant;

Registering continuous education classes for employees;

Secretary to the Chief Deputy keeping him informed on matters;

Collect and distribute fine and bond money to the necessary court;

Maintains regular and bond account checkbooks;

Performs such other related duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* standard purchasing and bookkeeping processes; and general office machinery and procedures.

*Skill/Ability to:* operate a computer using standard word processing, accounting, and spreadsheet software; type or enter information quickly and accurately; perform basic mathematical calculations; operate standard office equipment, including typewriter, copier, fax machine, calculator/adding machine, telephone system, etc.; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with other departmental and county employees, vendors, and the general public.

**ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduate, or its equivalent, plus at least two years of secretarial or clerical experience, including standard purchasing and bookkeeping;

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

**CERTIFICATES AND LICENSES REQUIRED**

Notary Public.