

**Job Description: SECRETARY I**  
**(SOLID WASTE DEPARTMENT)**

**CLASS NO.**            2214                            **EEOC CATEGORY:**    Office & Clerical  
**PAY GROUP:**        11                                    **FLSA:**                            Nonexempt

**SUMMARY OF POSITION**

Answer and place telephone calls, answer and handle service requests, take messages and forward calls to appropriate staff/departments; typing, filing, retrieving documents and information for department staff as requested; work cooperatively and jointly to provide quality staff and customer service; etc.

**ORGANIZATIONAL RELATIONSHIPS**

1.     Reports to:    Office Manager, Solid Waste Department
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 service requests, take messages, forwards callers, and completes forms as appropriate; answer two-way radio as required;

Sort, index, distribute and file material numerically, alphabetically or by some other predetermined classification according to established procedures including but not limited to incoming or outgoing mail;

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

Handles accounts receivables, preparing purchase orders, and recording necessary information as requested;

Issue Solid Waste permits for residents requesting permission to haul trash to designed sites, including collecting money, recording necessary information, and writing receipts;

Prepare newsletters, including compiling information, entering data into computer, editing information, mailing or faxing as required;

Maintains and updates records, including completing necessary forms and distributing copies to appropriate departments and individuals;

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\*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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Order supplies from department generated list as requested; accept shipments and distribute to appropriate departments; move light objects such as supplies, mail and files short distances as required;

Compiles data reported with the Texas Commission on Environmental Quality (TCEQ), grant information, including recycling, reported to appropriate agencies on a quarterly and annual basis as requested.

**Other Important Duties\***

Performs such other related duties as may be assigned including assisting Office Manager.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* basic and governmental accounting principles (GAP); and modern office practices, procedures and equipment.

*Skill/Ability to:* operate a computer using standard word processing and spreadsheet software package; operate standard office equipment, including copy machine, fax, 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; and demonstrate proficiency in both oral and written communication.

**ACCEPTABLE EXPERIENCE AND TRAINING**

High school graduation, or its equivalent, plus at least one year of clerical experience and the ability to understand, interpret and follow basic clerical instructions;

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

**CERTIFICATIONS AND LICENSES REQUIRED**

Appropriate Texas driver's license with acceptable driving record. Pre-employment physical/drug testing required.

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