



### **ADMINISTRATIVE SECRETARY III**

**ESSENTIAL JOB DUTIES:** Perform day-to-day secretarial and accounting functions for divisions of the County Administrator's Office; relieve division or department head of administrative details such as compiling statistical information, preparing ordinances, resolutions, and other legal documents, and assisting in various other details; prepare reports and correspondence independently from notes, instruction, or own initiative; prepare and monitor contracts; compile information and prepare and monitor budget, informing division/department head of budget status; prepare payroll; prepare grant applications and monitor grants, prepare invoices and work with outside agencies (grants-in-support applicants, County consultants); monitor County parks reservations.

**OTHER EXAMPLES OF DUTIES:** Maintain complex files of special or technical documents; maintain routine and confidential files; review materials for errors in grammar and English usage; receive callers, providing information, answering complaints or scheduling appointments with department head or proper staff member; receive, open, and route mail identifying that which requires personal attention by the department head; schedule meetings and conferences; receive and deposit monies and issue receipts; prepare purchasing requests and gather necessary purchasing information for acquisition; maintain records of staff assignments and departmental purchases; compile and distribute information to various media, organizations, and agencies; operate various office machines such as, but not limited to, personal computers, adding machines, and copy machines; performs other duties as assigned.

### **EMPLOYMENT STANDARDS**

**Education/Experience:** High school graduate or equivalent with four years of experience performing the duties of a Secretary or similar class; or seven years of responsible general clerical experience. Experience must include work in governmental operations.

**Knowledge of:** County and departmental applicable procedures, rules, and regulations; modern office organization practices and procedures; filing systems; receptionist and telephone techniques; business forms, letters, and report writing; proofreading; office equipment; English usage, spelling, grammar, punctuation, and arithmetic; general organization and functions of county government.

**Ability to:** Perform responsible clerical and secretarial work requiring independent judgment with speed and accuracy; learn, interpret, and apply policies, laws, rules, and regulations; take responsibility for the compilation and organization of reports; compose correspondence on own initiative; make arithmetic calculations with speed and accuracy; understand and carry out oral and written directions; meet the public tactfully and courteously and answer questions in person and over the telephone; show good judgment in identifying and handling confidential information; use good judgment in assigning priority workload in dealing with officials and members of the general public in routine, emergency, and other situations; work cooperatively with coworkers and others contacted in the course of work. Must have ability to sit for prolonged periods of time, stand, walk, kneel, bend, twist, lift and carry up to 25 pounds; use a telephone; climb and descend stairs.