

**LAWRENCE COUNTY**  
**POSITION TITLE: ADMINISTRATIVE SECRETARY**

**DESCRIPTION OF WORK:** **One Administrative Secretary Per Office** - remove

**General Statement of Duties:** Performs secretarial work including a variety of tasks of a routine or non—routine nature involving some complexity or difficulty in a variety of secretarial functions within an office. Knowledge and familiarity of the Lawrence County area.

**Supervision Received:** Works under broad direction of an administrator.

**Supervision Exercised:** May supervise one or two clerical personnel as assigned on a permanent basis.

**Examples of Duties:** (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions for this class.)

- 1) Reviews information discerning amount of money required for transaction and which account to take funds from; completes forms in order to transfer money.
- 2) Totals cash, checks and/or charges, comparing total with ledger, cash register tape, etc., and reconciling differences to prepare money for deposit or delivery.
- 3) Receives list of bad (returned) checks at bank; computes total of checks and counts out amount in cash or fills in forms to transfer money in order to pay bank.
- 4) Reviews budget data such as previous budget, office needs, projected costs, etc. and formulates/writes budget recommendations.
- 5) Provides written notes by writing down, in longhand or shorthand, minutes of technical board, commission meetings, etc.
- 6) Transposes/types, into format, minutes of meetings based on notes and/or tapes and following legal format if necessary.
- 7) Reviews relevant data; selects/notes which appointments/ conferences/meetings supervisor should attend in order to maintain an appointment schedule for supervisor.
- 8) Writes/compiles brochures, directories, manuals or sections thereof using own knowledge, agency resources and researched information.
- 9) Reviews data such as requests for actions, questions on procedures, discrepancies in policy, etc., analyzing the situation and determining what action should be taken.
- 10) Composes/writes technical reports and proposals analyzing available data and making recommendations and proposals.
- 11) Performs related work as required.

**QUALIFICATIONS FOR APPOINTMENT**

**Required Knowledge, Skills, and Abilities:** Good knowledge of data processing concepts and techniques, of general office practices and procedures, of record keeping techniques, and of business English; ability to maintain records, prepare reports, compile and process original source documents, to accurately receive and account for monies, to understand and follow oral and written instructions, to deal efficiently and effectively with the general public, to operate common office and data processing machines--including computer terminals and printers; sufficient skill to type 55 words per minute; be able to transcribe from a Dictaphone; be able to store, update and retrieve information with the aid of a computer.

**Education:** Must possess a high school diploma or GED certificate.

**Experience:** Must have three years of increasingly responsible work record in clerical and secretarial work.