

SECRETARY III

NATURE OF WORK

Under general direction, performs complex office, secretarial and administrative duties, requiring considerable initiative and independent judgment.

TYPICAL DUTIES

Transcribes recorded dictation, interviews or meetings; types letters, memoranda, reports, and other materials from rough draft; sorts and delivers mail to departments; composes routine correspondence; researches documents and minute entries; interviews, screens, and refers callers; answers inquiries providing information on departmental services and functions; takes minutes of meetings; conducts research on special projects as assigned; may perform data entry using software programs specific to a County Office; sets appointments and makes travel arrangements; compiles a variety of reports for executive review; may assist with and prepare for election processes; files correspondence, memoranda, warrants, vouchers, abstracts, and other written materials; performs other duties as required.

REQUIRED KNOWLEDGE AND SKILLS

Considerable knowledge of modern office practices, procedures, and equipment; considerable knowledge of business English, spelling, math, punctuation, and grammar; knowledge of and the ability to proficiently operate computers, including the use of typical office related software, i.e., Microsoft Word and Excel; considerable knowledge of County policies, procedures, and organization; ability to plan and carry out duties without close supervision; ability to compose, type, and proofread routine correspondence; ability to establish and maintain effective working relationships with other employees and the general public; ability to deal with public relations problems in a courteous and tactful manner; ability to transcribe recordings; ability to type at approximately 45 wpm.

MINIMUM QUALIFICATIONS

High school diploma or GED and three years experience as a Secretary I, or an equivalent position. Postsecondary education related to the development of secretarial skills may be substituted for one year of the required experience.

REVISED 07/06