
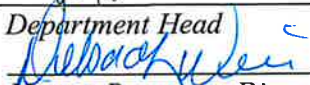


**DOÑA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE: Secretary</b>		<b>PAY GRADE: B21</b>
<b>DEPARTMENT: Financial Services</b>		<b>FLSA:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>REPORTS TO: Payroll &amp; Accounts Payable Manager</b>		<b>LEAD:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>BARGAINING UNIT: N/A</b>		<b>SUPERVISOR:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>APPROVE</b>	 _____ <i>Department Head</i>	02/16/2020 <sup>dw</sup> _____ <i>Date</i>
	 _____ <i>Human Resources Director</i>	2/16/21 _____ <i>Date</i>

**I. PURPOSE SUMMARY:** Performs a variety of specialized office/clerical administrative grant related support functions for the department.

**II. ESSENTIAL DUTIES:** A position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in a position of the class.

1. Provides support to department staff on projects and grants by ensuring files and reports are orderly, current and in compliance with various requirements. Tasks include but are not limited to:
  - a. Sets up and maintain employee payroll files .
  - b. Update payroll records by entering changes in exemptions and employee bank records
  - c. Setup up and maintain files for departmental leave request forms, report of hours and timecards.
  - d. Coordinate with County Departments for accurate and timely submission of payroll and Accounts Payable requirements.
  - e. Correspond with appropriate personnel to verify data and file accuracy.
  - f. Performs timekeeping functions for the department.
  - g. Answering inquiries from employees and vendors.
  - h. Reviews data making necessary corrections or lists discrepancies for adjusting using word processing, spreadsheet, or database.
  
2. Performs routine clerical and administrative assignments as well as staffing support to ensure efficient, effective operations and customer relations. Tasks include but are not limited to:
  - a. Prepares and proofreads various letter, correspondence and documents.
  - b. Prepares and mails routine form letters of acknowledgment, notification and inquiry.
  - c. Organizes and maintains assigned files, retrieves information, documents and records as needed.

- d. Responds to routine inquiries by answering incoming phone calls to the department.
- e. Ordering supplies and reviews invoices to verify accuracy, calculations and postings.

**III. ADDITIONAL DUTIES:** Provides secretarial support to Financial Services as needed. Other duties as may be assigned.

**IV. QUALIFICATIONS.**

**A. Education:** High school diploma or equivalent.

**B. Experience:** Three (3) year of responsible office or secretarial work experience. Experience with state and federal government organizations is preferred.

**C. Education/Experience substitution:** In accordance with County policy.

**D. Licenses/Certifications:** None required.

**E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.):** Background check.

**1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:** Knowledge of basic or commonly used rules, procedures, of secretarial functions, services, and techniques; Office practices, procedures, etiquette; Business English spelling, grammar and punctuation and basic arithmetic; Proper methods to maintain accurate records. Must have skills in computer operation, the appropriate software and general office equipment; Using independent judgment and initiative and determining appropriate action with general instructions; Handling sensitive and confidential matters and situations; Establishing and maintaining effective and cooperative working relationships with others.

**2. FREEDOM TO ACT:** The supervisor sets overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative, in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

**3. GUIDELINES AND JUDGMENT:** Administrative policies and precedents are applicable but are stated in general terms. Guidelines for performing the work are scarce or of limited use. The employee uses initiative and resourcefulness in deviating from traditional

methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.

**4. COMPLEXITY:** The work typically includes varied duties that require many different and unrelated processes and methods, such as those relating to well established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. The work requires making many decisions concerning such things as interpretation of considerable data, planning of work, or refinement of the methods and techniques to be used.

**5. PHYSICAL DEMANDS:** Work is sedentary. Typically sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items, or driving an automobile. Must be able to reliably and consistently move between work-related sites within the County.

**6. WORK ENVIRONMENT:** The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, residences, and commercial vehicles. The work area is adequately lighted, heated, and ventilated.

**7. SUPERVISORY RESPONSIBILITY:** None. The incumbent is responsible for her/his own work.

**V. EMPLOYEE ACKNOWLEDGEMENT:** I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: \_\_\_\_\_  
*Employee* *Date*