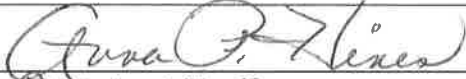
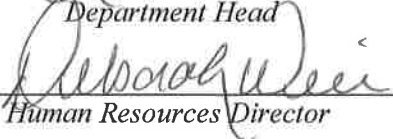


**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION: Secretary	PAY GRADE: 7
DEPARTMENT: Information Technology	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
REPORTS TO: Director	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT: N/A	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
APPROVED:  Department Head	<u>6-18-2012</u> Date
 Human Resources Director	<u>6/19/12</u> Date

I. PURPOSE SUMMARY. Under general supervision, executes routine secretarial assignments, written, or composed correspondence; performs a variety of general clerical duties and does related work as required.

II. ESSENTIAL DUTIES.

1. Schedules appointments and maintains the departmental calendar. Provides general information and deals effectively with a variety of personalities and situations requiring tact, judgment, and poise.
2. Prepares reports, memos, letter, and other documents for the Director and/or staff. Opens, sorts, and distributes incoming mail and prepares outgoing mail.
3. Conducts research, compiles data, prepares agendas and presentations for the Director.
4. Organizes and maintains files and records, scans documents, answers telephone and directs calls to appropriate department or person, and handles calls if knowledgeable on subject under the discussion.
5. Performs general office duties such as ordering supplies, maintaining records and maintenance of office procedures and recordkeeping systems.
6. Assist in reviewing time on Kronos and non-productive time paperwork for bi-weekly payroll.
7. Monitors budget and reviews invoices to verify accuracy of figures, calculations and postings; reviews data making necessary corrections or lists of discrepancies for adjusting; process, and records invoices, journal entries or other transactions using word processing, spreadsheet, database, or presentation software.

III. ADDITIONAL DUTIES. Performs other related duties as assigned

IV. QUALIFICATIONS.

- A. Education.** High School diploma or equivalent.
- B. Experience.** Three (3) years of full-time responsible clerical work experience
- D. Experience/Education substitution.** Per county policy

E. Licenses/Certifications. N/A

F. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Must pass background checks (NCIC and other standard Dona Ana County background checks)

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of: Standardized rules, procedures, or operation that requires considerable training, and experience to perform the full range of standard clerical assignments, and resolve recurring problems.

Ability to: Use a personal computer with MS Office, or related software, interact internal and external with customers in a courteous and respectful manner, generate documents from hard copy or dictation, work independently and maintain strict confidentiality; basic arithmetic, professional-level reading and writing abilities.

Skill in: communication and interpersonal relations in order to provide effective customer service to the public, company representatives, and other employees; proofreading and grammar, strong organizational, file management, project management and planning skills. Establish and maintain effective professional working relationships with other employees, elected officials, and the public.

2. FREEDOM TO ACT.

The supervisor provides continuing or individual assignments setting the guidelines/priorities. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee must have the initiative to carry out recurring assignments independently without specific instructions, but refers any and all deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decisions or help. The supervisor assures finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of work increases with more difficult assignments if the employee has not previously performed similar assignments.

3. GUIDELINES AND JUDGMENT.

Procedures for doing the work have been established, and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application, and in making minor deviations to adapt the guidelines to specific cases or problems.

4. PHYSICAL DEMANDS.

The work is sedentary. Typically the incumbent sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items. No special physical demands are required to perform the work.

5. WORK ENVIRONMENT.

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

IV. 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 Doña Ana County Human Resources 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: _____ Date _____
Employee *Date*

6.13.12