

Secretary - Confidential

Purpose Statement

The job of Secretary - Confidential is done for the purpose/s of providing a variety of secretarial support to assigned administrator/department; assisting the Coordinator or Director with administrative matters requiring knowledge of department policies and procedures and related County Office regulations; organizing and coordinating office activities and communications; and distributing a wide variety of information and County materials.

This job reports to Executive Director, Human Resources

Essential Functions

Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.

Communicates with visitors, staff, administration (e.g. greeting visitors, answering telephones, directing individuals, answering questions, etc.) for the purpose of providing information and referring individuals to appropriate personnel.

Compiles reports (e.g. reports; statistical information for federal, state and YCOE reports, etc.) for the purpose of preparing information for assigned administrator.

Coordinates office workflow (e.g. interviews, daily work processes, appointments, meetings; workshops, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.

Maintains a variety of manual and electronic documents files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

Operates office equipment (e.g. computer, assigned software, copiers, etc.) for the purpose of providing necessary support for YCOE.

Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, periodic and ad-hoc reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; oral and written communication skills; interpersonal skills; business telephone etiquette; interpersonal skills; basic budget monitoring and control methods; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; vocational standards; knowledge of necessary YCOE regulations and personnel processes; modern office practices and procedures; concepts of grammar, punctuation; and office practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; working effectively with diverse groups and individuals; and problem solving.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt	6/21/2017	29