

JOB TITLE: ADMINISTRATIVE SECRETARY

DEPARTMENT: ENVIRONMENTAL OFFICE

SUPERVISOR'S TITLE: ENVIRONMENTAL DIRECTOR

JOB SUMMARY:

Under general supervision, provides support to Environmental Office. Attends meetings, takes notes, and prepares and distributes letters. Maintains Environmental office files. Prepares invitations to bid and mails to bidders. Maintains updated bid list. Posts bid opening dates to agenda for Commission action. Maintains all files and researches files for specific information upon request. Answers correspondence as directed. Composes and prepares letters for presentation as directed. Answers phone, gives assistance, route calls to appropriate person or takes messages.

JOB DUTIES:

Administrative

- Maintains calendars and schedules appointments.
- Provides administrative assistance to each commissioner for special projects and activities; including correspondence, forms, graphs, charts, posters, and reports.
- Responds to requests from constituents for service on county resident properties.
- Composes and prepares letters for County Attorney and Director to review.
- Provides research and prepares speeches and presentations for Environmental Director.
- Provides administrative support for Environmental office and support personnel.
- Prepares commission meeting agenda notes for Director and distributes to appropriate entities.
- Prepares letters, maintains minute book and corresponding files for permanent record and provides transcribed records of meeting upon request for county resident property.
- Prepares bid invitations and specifications from previous bid or written copy, maintains calendar of contract expiration dates, *including bid awards and employee contracts*, maintains list of companies to receive invitations to bid, notifies bidders of bid results, and returns bid bonds to bidders.
- Assists County Attorney with preparation of letters for property amending.
- Opens Environmental office mail, date stamps, distributes.

- Records and assist landfill department with Community service workers.
- Answers phone, forward calls, takes messages, or assists as appropriate.
- Maintains proposed and passed legislation files, and properly advertises proposed legislation.
- Receives and screens requests for trash assistance.
- May perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

(Any item with an asterisk will be taught on the job.)

1. Skill to effectively communicate with general public, co-workers and supervisors.
2. Skill to utilize math to collect cash and maintain postage records.
3. Skill to prepare legibly and neatly write messages, record letters, etc. Skills to compose routine correspondence.
4. Skill to read and understand instructions, regulations, rough drafts, mail, bids, applications, policies and procedures.
5. Typing skills to accurately type 35 *wpm*.
6. Skill to operate personal computer using appropriate software and a memory typewriter.
7. Detailed knowledge of county office procedures and policies.
8. Skill to maintain records and compile accurate reports.
9. *Working knowledge of filing system.
10. Ability to formulate detailed plans for the effective operation of the Calhoun County Commission.
11. *Working knowledge of county rules, policies and procedures.

PHYSICAL CHARACTERISTICS

1. See well enough to read handwritten material, fine print and numbers without error or transposition, corrective lens acceptable.
2. Hear well enough to understand normal conversation in person or over the telephone, hearing aid acceptable.
3. Speak well enough to converse with officials and staff members.
4. Body movement or mobility to stand, bend, move, or lift.
5. Use of hands and fingers to write and type.

OTHER CHARACTERISTICS

1. Possess a high school diploma or GED.
2. Prefer three years of progressively responsible work in office administration.
3. Willing to work overtime and non-standard hours to take letters at various meetings.

WORK ENVIROMENT

1. The work involves everyday risks or discomforts associated with office work.

