

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Clerical Position

Classified, GRADE 6

35, 37.5 or 40-Hour Week

SECRETARY

GENERAL STATEMENT OF DUTIES: Performs varied secretarial, word processing and clerical tasks in a small or medium sized department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is responsible secretarial work involving performance of a number of varied clerical tasks which may require ability to transcribe dictation. Employees in this class work under general supervision.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLES OF WORK: (Illustrative only)

Prepare replies to routine correspondence in accordance with established procedures;
Read and route incoming mail, and assemble files and other materials to facilitate reply by a supervisor;
Operate a computer using word processing programs to produce letters, memoranda, etc;
Prepare accounting and statistical tables, and miscellaneous materials using "spreadsheet programs";
Independently compose replies to general correspondence;
Maintain the supervisor's calendar, and "tickler file" and follows up on appointments and correspondence;
Prepare payroll, mileage and a wide variety of other reports, as required;
Keep an inventory of office supplies and purchase supplies and equipment, as directed;
Develop and implement procedures to meet departmental clerical needs;
Coordinate a variety of functions on behalf of supervisor;
Sort, index, and maintain cross-referenced office files and a variety of other records;
Perform simple bookkeeping tasks;
Act as receptionist, receiving the walk-in public and telephone calls, answering questions and explaining various programs or directing them to proper person or outside agency.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of office terminology, procedures and equipment and of business arithmetic and English; some knowledge of elementary bookkeeping; may require the ability to take and transcribe dictation; ability to maintain clerical records; ability to make relatively complex mathematical computations rapidly and accurately; ability to get along well with others; clerical aptitude; good judgment; tact and courtesy; willingness and ability to adapt to new office procedures as required; working knowledge of personal computers and pertinent office applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D. with one or more years as a Clerk Typist; or any combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass written examination and typing test rated at a minimum of 45 words per minute administered by the Kent County Personnel office. Must pass testing for substance abuse and criminal background investigation. Direct deposit of pay required.

Employee Acknowledgment

REV. 12.10.91

REV. 7/1/94

REV. 07/01/0

Rev. 07/01/07