

KENT COUNTY POSITION DESCRIPTION

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

Clerical Position

Classified, GRADE 9

35 or 40 Hour Week

ADMINISTRATIVE SECRETARY

GENERAL STATEMENT OF DUTIES: Performs the most complex secretarial and administrative tasks in a large Department where supervision of clerical staff is involved; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is high level, supervisory secretarial work involving the performance of responsible secretarial and administrative duties in the General Administration area or a large department. Considerable judgment and initiative are required in establishing or adapting work procedures to new situations, and in performing varied clerical and administrative service to support the Department. The work requires a knowledge of the functions and standard terminology of many departments. The work is reviewed upon completion but frequently no check is made of data compiled or records prepared. Supervision is exercised over clerical assistants.

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; hearing is required to perceive information at normal spoken word levels; mental acuity is required to make rational decisions through sound logic and deduction; 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)

Plan, assign, supervise, and coordinate the activities of clerical staff;

Take and transcribe conference proceedings in which several speakers participate, or takes and transcribes difficult dictation involving technical terminology;

Prepare response to correspondence from dictated notes or on own initiative;

Screen visitors, telephone calls and incoming mail;

Answer inquiries which in the employee's judgment do not require the supervisor's attention;

Establish and maintain complex files, cross-reference files and establish file categories;

Notify staff members of meetings;

Type complex statistical and accounting reports requiring a number of separate tabulations;

Search files and a variety of source material for reports;

Review outgoing mail prepared by other clerks for form, accuracy and adherence to office policy;

Prepare payroll, purchase orders, leave requests;
Maintain personnel files;
Prepare preliminary budgets;
Organize projects, researches issues.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of office terminology, procedures and equipment and of business arithmetic and English; excellent word processing skills; good knowledge of elementary bookkeeping; ability to take and transcribe dictation may be required; ability to follow complex oral and written directions; demonstrated ability to maintain complex clerical records and prepare reports from such records; ability to make decisions in accordance with ordinances, regulations and established policies where errors could easily result in additional costs to the County; ability to make relatively complex mathematical computations rapidly and accurately; ability to plan and supervise the work of others; good judgment; willingness and ability to adapt to new office procedures as required; working knowledge of computers and office applications; regular and timely attendance; performance of duties in a safe manner.

ADDITIONAL EXPERIENCE AND TRAINING: Completion of standard high school course-work or GED (business courses highly desirable) with extensive, progressively responsible experience in secretarial work and a minimum of three years of experience as a senior level secretary; or any equivalent 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. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgment

REV. 12/10/91
rev. 07/01/94
REV. 07/01/00
Rev. 07/01/07
Rev. 07/01/12
Rev. 07/01/15