

KENT COUNTY POSITION DESCRIPTION

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

Clerical Position

Classified, GRADE 8
35 or 40 Hour Week

SENIOR SECRETARY

GENERAL STATEMENT OF DUTIES: Performs varied secretarial and word processing tasks in a larger or more complex department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for secretarial work involving performance of a number of varied and moderately difficult secretarial tasks; requires ability to transcribe dictation and to use standard word processing programs. A portion of the work is of a confidential nature and involves daily contact with the general public. The work requires the exercise of judgment in the application of prescribed procedures and methods to routine matters.

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, handling, 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 deductive processes; 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.

EXAMPLE OF WORK: (Illustrative only)

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 a spreadsheet program;
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;
Serve as a receptionist, answer telephone and give information in response to public inquiries;
Schedule and coordinate appointments for supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of office terminology, procedures and equipment, and of business arithmetic and English; strong word processing skills; some knowledge of elementary bookkeeping; ability to maintain complex clerical records and prepare reports from such sources; ability to make minor decisions in accordance with laws, ordinances, regulations and established policies; ability to make mathematical computations rapidly and accurately; clerical aptitude; good judgment; tact and courtesy; willingness and ability to adapt to new office procedures as required, including computerized office procedures; working knowledge of personal computers and pertinent office applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Completion of standard high school coursework or G.E.D. and two or more years experience at the level of Secretary and with business school training highly desirable; 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. 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 Acknowledgement

Eff. 10/01/07
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