

KENT COUNTY POSITION DESCRIPTION

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

Clerical Position

Classified, GRADE 5

35 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; 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)

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 calender, 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. 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. 7/1/94

REV. 07/01/0

Rev. 07/01/07

Rev. 07/01/15