

**CHEROKEE COUNTY GEORGIA
POSITION DESCRIPTION**

TITLE: SECRETARY

GENERAL DESCRIPTION

The essential function of the position within the organization is to perform routine secretarial and clerical work in providing support to a County department. The position is responsible for compiling and organizing information for departmental staff, interacting with the public to provide or procure information, communicating with other County departments and agencies, arranging schedules/appointments, preparing documents and reports, and performing related secretarial/clerical tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Types and formats a variety of documents such as correspondence, memoranda, requisitions, schedules, statistical tables or reports; prints drafts and final copies of typed materials, reproduces materials and distributes to designated personnel, departments or agencies.

Receives incoming telephone calls, greets the general public and determines the nature of caller/visitor business; responds to requests for information by referring calls to appropriate staff member, taking messages, or providing information according to instructions or knowledge of departmental operations, policies and procedures.

Compiles and organizes information/data for departmental staff in accordance with set standards, policy and procedures.

Files and retrieves records, data and forms from the work unit's computerized and manual filing systems; maintains the department's filing/record systems.

Receives, logs in, distributes and files incoming work orders and/or service requests; completes and reviews time sheets and enters information into the computer database for tracking.

Performs routine mathematical calculations such as totaling work orders, cash receipts or line-item costs in completing work orders, purchase requisitions, budget worksheets or similar forms.

Issues permits/licenses, collect fees, and maintain related financial records for cash receipts.

Completes purchase requisitions under supervisor's direction, obtains purchase order numbers, obtains bids by telephone, places orders, reviews incoming invoices against purchase requisition, distributes purchases to staff or restocks supply room; and submits payment requests to the Finance Department.

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Performs routine clerical tasks such as processing incoming and/or outgoing mail, performing data entry, filing, photocopying or faxing.

Serves as backup to other departmental clerical staff as required.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

PEOPLE RESPONSIBILITY: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

ASSETS RESPONSIBILITY: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

MATHEMATICAL REQUIREMENTS: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *“Communications” involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

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Makes decisions with minor impact - affects only those in immediate work area.

EQUIPMENT USAGE: *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computer, calculator, facsimile machine, photocopier or postage machine.

SAFETY OF OTHERS: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility for the safety and health of others.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in computer operation, secretarial skills or a closely related field.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

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SENSORY REQUIREMENTS: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Cherokee County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.