



CERTIFIED
JULY 23 2015
By Webb County
Civil Service Commission

Administrative Secretary
Administrative Services

AS/12
Pay Grade: 10

JOB SUMMARY

This position is responsible for providing secretarial support for department operations.

MAJOR DUTIES

- Answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel.
- Stamps and distributes incoming correspondence.
- Drops off and picks up mail and packages.
- Maintains department files.
- Receives applications for employment.
- Maintains office supply inventory; makes purchases as needed.
- Maintains and reconciles internal general ledger.
- Prepares department requisitions and request for payment forms in AS400.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.

- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Administrative Services Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related secretarial duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide secretarial support for department activities. Successful performance helps ensure the efficiency of those operations.

CONTACTS

- Contacts are typically with co-workers, other county employees, vendors, job applicants, and the general public.
- Contacts are typically to give or exchange information, resolve inquiries, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while bending, crouching, standing, walking or stooping. The employee frequently lifts light and occasionally heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

MINIMUM QUALIFICATIONS

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.
- Must have a high school diploma or GED from an accredited institution.
- Must be able to type 35 wpm.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date