

## **ADMINISTRATIVE SECRETARY I**

### DEFINITION:

This is a non-supervisory clerical work involving typing and review of such documents as contract proceeds, refund requests and collectors assist. Duties and responsibilities vary depending upon the agency or department to which the employee is assigned. The employee is expected to use considerable judgment in applying departmental polices and procedures to the work to be performed.

### DUTIES (NOT ALL INCLUSIVE):

Drafts and types letters, memos, adjustment vouchers, certificates of coverage, request forms and other pertinent documents. Distributes incoming correspondence to various divisions for appropriate action.

Reconciles time and attendance cards to determine the number of hours worked by each employee.

Reads legislative accounts to determine percentage of funds to be transferred to various accounts. Checks account manual for proper coding for each account.

Prepares monthly activity reports, vacation schedules and spreadsheets to be submitted to the supervisor for review and the proper course of action.

Reviews bank requests for assignment of contract proceeds for correctness and accuracy of information.

Reviews property taxpayers request for refunds to determine the proper course of action.

Files various documents such as correspondence, payroll, budgets, fiscal records, statement of remittances, bank transfers, collectors designators cards, petty cash, change funds and legislative acts for future reference.

Performs other related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of departmental rules, regulations, policies and procedures.

Ability to operate typewriter, calculator and office machines.

Ability to read and write simple reports.

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Ability to communicate orally and in writing.

Ability to deal effectively with all persons contacted during the course of work.

### SUPERVISORY CONTROLS:

The employee receives work assignments daily from the mail receptacle. The supervisor assigns work specifically under certain circumstances.

### GUIDELINES:

Guidelines consist of departmental rules, regulations and procedural manuals.

### COMPLEXITY:

The work is routine in nature. The employee must adhere strictly to specific guidelines.

### SCOPE AND EFFECT:

To assist in the operation of the unit and to prepare specific documents for processing.

### PERSONAL CONTACTS:

Contacts are with employees within own agency as well as outside agencies, and the general public.

### PURPOSE OF CONTACTS:

To obtain and/or exchange information relative to pertinent data.

### PHYSICAL DEMANDS:

Work is performed in an office setting, but some walking, climbing of stairs, standing and lifting heavy boxes are sometimes required.

### WORK ENVIRONMENT:

The office is air conditioned, but some disagreeable conditions such as dirt, dust, noise and foul odor exist.

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MINIMUM QUALIFICATIONS:

Possession of a secretarial certificate from an accredited secretarial institution and two (2) years related work experience.

OR:

High School Diploma or its equivalent and three (3) years typing experience.

OR:

High School Diploma or its equivalent and two (2) years work experience in the position of Clerk Typist III or a related capacity.

DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
DIRECTOR

SA/DOF