POSITION: **SECRETARY**
DEPARTMENT: **PLANNING COMMISSION**
WORK SCHEDULE: **8:00 a.m. - 4:00 p.m. (Monday - Friday)**

DATE WRITTEN: 1/84 **STATUS: Full-time**
DATE REVISED: 7/99 **FLSA STATUS: Non - Exempt**

The employee performs responsible and varied clerical work including the skilled use of a typewriter and a computer/word processor. The employee works under close supervision, but thereafter detailed instructions received only during changes in procedures, and on unusual or difficult matters. Serves as meeting secretary for several boards, commissions, and committees (which includes at least two evenings); does related work as required. Performs all work tasks as directed by the Director or his/her designee.

DUTIES: (Other duties as assigned)

Takes and transcribe dictation of letters, memoranda, legal papers, reports and other material;
Reviews, issues, and collects money for permits;
Type forms, reports, memoranda, purchase orders, agendas, minutes, the payroll, receipts, vouchers, permits, inventories, questionnaires and other materials from clear copy or rough drafts;
Compile information and assist with budget preparations;
Keep routine records of financial, statistical or accounting information then prepares and types standard reports from such records;
Answers incoming calls, customers inquiries and complaints and routes caller to the proper employee, department or agency if unable to assist;
Maintains perpetual inventory of stock items and make purchases when necessary;
Maintains employee's attendance records and records of completed purchase orders;
Maintains a ledger book and makes necessary deposits;
Receives and distributes incoming and outgoing mail, and sorts and files correspondence and other materials alphabetically or by other predetermined classification;
Duplicates materials needed for meetings and courses;
Issues some permits;
Interpret maps, plats, drawings, legal descriptions, and charts.

QUALIFICATIONS REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and must maintain regular attendance. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED),
including or supplemented by courses in typing and shorthand; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers and the general public.

MATHEMATICAL SKILLS:
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volumes. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished with written, oral, diagram, or schedule form.

OTHER REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of office terminology, procedures and equipment; knowledge of modern methods and techniques of record keeping; knowledge of computers; skills in data entry and work processing; ability to type; ability to establish effective working relationships with other employees, supervisors, and the public; ability to work on own initiative. Ability to make decisions in accordance with the laws, ordinances, regulations and established policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; talk and hear; use hands to finger, handle, or feel; and reach with hands and arms. The employee is frequently required to stand and walk.

The employee is frequently required to lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

This job description is not intended as an employment contract nor is it intended to describe all duties someone in this position may perform.

Revised: 9/06