



COUNTY OF NYE

CLASS TITLE: Administrative Secretary

BASIC FUNCTION:

Provides varied secretarial and office administrative assistance to a department head, elected official and/or related supervisory staff. Initiative or independent judgment is exercised within a framework of established policies and procedures and work is reviewed through conference and reports.

This class level is distinguished from other Secretarial levels based upon the experience requirements and the incumbents are required to perform complex administrative tasks related to programs, projects and a variety of administrative detail which constitutes the majority of their time.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Provide secretarial and administrative support services to management, using independent judgment and personal initiative to perform a variety of duties such as respond to routine letters, and general correspondence; set up and take minutes for boards, staff and meetings; compose letters,
2. Establishes and maintains effective working relationships with governmental officials and the public.
3. Performs a variety of financial activities such as processing purchase order requisitions, maintains records, prints reports, processes vendor claims and invoices, purchases supplies, monitors contracts and applies changes to necessary purchase orders and other records pertaining to.
4. Maintains current knowledge of Nevada Revised Statutes and their application as it relates to the office.
5. Reads, reviews and catalogs county contracts; maintains contract files; enforces contractual provisions and timetables between contractors and contracted.
6. Contributes to the evaluation process of subordinate staff up to and including annual performance evaluations.
7. Maintain oath of office if required.
8. Handle inquiries on the telephone and in person; resolve complaints and/or refer callers to appropriate source(s) as necessary.
9. Update records, compile and retrieve data, produce spreadsheets and reports for staff by using software option and applications to generate customized data and information.

10. Initiate and maintain a variety of resource material, files and records (computerized and manual), including confidential files and records; maintain control files on matters in progress; maintain and update resource materials.

Knowledge of:

Considerable knowledge of the principles and practices of modern public or business administration; Considerable knowledge of modern office management methods.

Ability to:

Ability to plan, organize and direct the work of others; Ability to develop and install administrative procedures and operations and to evaluate their efficiency and effectiveness; Ability to exercise judgment and discretion in applying and interpreting departmental policies and procedures; Ability to establish and maintain effective working relationships with administrative officials, employees and the public.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of a G.E.D. or high school proficiency exam and/or 3-5 years work experience directly related to the duties and responsibilities of the class.

LICENSES:

Not applicable.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

May provide supervision to office support staff.

CONTACTS:

Supervisors, co-workers, general public, elected officials, incumbents, department heads and/or other department personnel, public and vendors.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment.