



COUNTY OF NYE

CLASS TITLE: SECRETARY III

BASIC FUNCTION:

Responsible and varied administrative and secretarial work involving the performance of a variety of relatively complex administrative details, programs and/or projects.

This class level is distinguished from a Secretary I and Secretary II 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. Secretarial tasks take up the lesser amount of the incumbent's time by comparison.

Involves responsibility for providing administrative and secretarial service to a major official or department head and occasionally to his/her immediate staff. Requires the exercise of considerable initiative, independent judgment and discretion in screening calls, visitors and mail; answering and disposing of requests for information; and in general public relations activities. Supervision or coordinative functions may be exercised over lower level clerical workers. New assignments and changes in policies and procedures are received in general outline and employees are expected to proceed with minimum supervision; however, advice and assistance are normally available. Work is reviewed for the achievement of desired results and adherence to established policies and procedures.

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

1. Performs all the duties of the Secretary I & II.
2. Prepares and composes correspondence; tracks deadlines and multi-task requirements.
3. May provide work direction of lower level clerical employees.

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 work experience directly related to the duties and responsibilities of the class.

LICENSES:

Valid Nevada Driver's License

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Clerical staff

CONTACTS:

Supervisors, co-workers, general public, elected officials, incumbents and/or department heads

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.