



## COUNTY OF NYE

---

### **CLASS TITLE: SECRETARY II**

#### **BASIC FUNCTION:**

Responsible and varied secretarial work involving the performance of delegated administrative details. Involves responsibility for providing 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. 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.
2. Performs a variety of office and administrative tasks in relieving a superior of important details.
3. Establishes and maintains complex filing systems; plans and maintains an adequate supply of office materials and supplies; relays complex and important instructions and messages.
4. Maintains appointment schedules; screens and refers callers; provides detailed responses to information requests about programs and activities; makes travel arrangements.
5. Prepares correspondence in accordance with established policies and procedures; types a variety of materials, including administrative and public reports for reproduction and distribution; prepares complex work sheets and tables; makes various mathematical computations.
6. Handles accounts payable; processes purchase orders and vendor claims for outstanding invoices.
7. Attends meetings and conferences; takes minutes; composes drafts of proceedings; prepares agenda and materials in accordance with established practices.
8. Maintains various records on office activities pertaining to, purchasing, travel expenses, contracts, billings, and related activities.

#### **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

equivalency exam and/or work experience closely related to the duties and responsibilities of the class.

**LICENSES:**

Valid Nevada Drivers License.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Not applicable.

**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.