



COUNTY OF NYE

CLASS TITLE: SECRETARY I

BASIC FUNCTION:

Under direction, performs secretarial work to provide staff support for administrative functions and details and maintains office organization through maintenance and development of filing systems, office supplies and bulletins.

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 clerical typing of correspondence, note taking of meetings &/or court directions, and composes routine letters and notices.
2. Answers and screens telephone calls, refers callers, and provide information on departmental services and functions.
3. Coordinates activities with a variety of County departments and outside agencies in the performance of staff duties.
4. Maintains and organizes office filing systems.
5. Assists the general public in providing information on a variety of matters.
6. Operates and maintains office equipment such as computers, fax, copiers and audio/visual.
7. Orders office supplies.
8. Identify and tag inventory on an as needed basis.

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 G.E.D. equivalency and/or general work experience.

LICENSES:

Nevada Driver's License.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

CONTACTS:

Co-workers, supervisor, general public, and outside agencies.

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.

Routine clerical setting—subject to filing of documents.

Able to lift up to 25 lbs.

Occasional travel: Errands related to cases.

CONDITIONS OF EMPLOYMENT:

Nye County participates in E-Verify and will provide the Social Security Administration (SSA_ and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

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: Clerical environment—subject to normal office noise.