

NEW CASTLE COUNTY GOVERNMENT

Number 0040

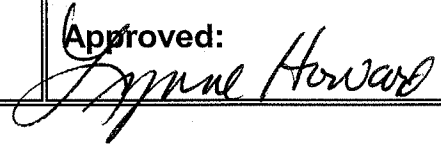
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Date 06/30/10

CLASS SPECIFICATION

Title: SECRETARY

Approved:



GENERAL STATEMENT OF DUTIES: Performs advanced and varied secretarial functions; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs responsible and advanced secretarial work involving the performance of a number of varied clerical and secretarial functions. The work requires the exercise of good judgment and discretion in the application of prescribed procedures and methods. Employees in this class may work under close or general supervision depending upon the nature of the assignment. Work involves taking, recording and transcribing notes and minutes from meetings.

EXAMPLES OF WORK: (Illustrative only)

- Prepares replies to correspondence in accordance with established procedures;
- Searches data and compiles a variety of reports;
- Screens and distributes incoming mail and assembles files and other materials to facilitate replies;
- Sorts, indexes, and files material alphabetically, numerically, or by other classification;
- Maintains cross-referenced office files and a variety of other records;
- Prepares requisitions for the purchase of supplies and equipment;
- Types investigation reports, compiles statistical data for reports, and maintains records;
- Processes rezoning requests and land development plans;
- Types letters, memoranda, reports, petitions, summonses, subpoenas, right-of-way agreements, requests for bids, engineering data, court orders, job announcements, eligible lists, accounting and statistical tables, and other related materials;
- Schedules pre-trial conferences, prepares court calendar and necessary legal papers for trial;
- Works at counter, issuing licenses and permits, and giving out general information;
- Maintains personnel, leave, and attendance records and prepares time entry reports;
- Answers telephone and gives general information in response to inquiries;
- Transcribes notes from recording devices;
- Schedules meetings and hearings, makes necessary arrangements, prepares and posts agenda, and attends meetings to record and take notes;

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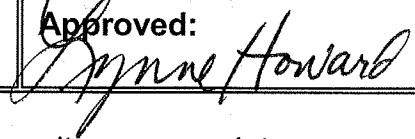
CLASS SPECIFICATION

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Date 06/30/10

Title: SECRETARY

Approved:



- Receives fees, issues receipts, and prepares and makes deposit or appropriate transmittal;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of office terminology, procedures, and equipment and of business mathematics and English; demonstrated ability to type 50 words per minute with accuracy; ability to transcribe information from recorded devices; some knowledge of elementary bookkeeping; ability to maintain complex clerical records and prepare reports from such records; ability to make decisions in accordance with laws, ordinances, regulations and established policies; ability to maintain confidentiality in all aspects of the work; ability to establish and maintain effective working relationships with others; ability to operate a personal computer and other related equipment using current software programs; ability to draw valid conclusions; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: At least one (1) year experience in clerical work which shall have involved the operation of a personal computer and possession of a high school diploma or GED with business school training highly desirable; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

PREFERRED REQUIREMENT: Preference will be given for experience in Microsoft Office applications.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 07/01/73
Revised: 07/01/87
Revised: 11/21/88
Revised: 04/12/93
Revised: 07/01/97
Revised: 11/01/98
Revised: 05/01/03
Revised: 03/11/08
Revised: 06/30/10