

County of Leelanau
Job Description

ADMINISTRATIVE SECRETARY (PERMIT TECHNICIAN)

Supervised By: Elected Officials, Department Heads, and Higher Classified Supervisory Employees
FLSA Status: Non-Exempt

General Summary:

Under the supervision of an Elected Official, Department Head or a higher classified supervisory employee, performs a variety of secretarial and administrative support duties and office management activities which require proficiency in typing, considerable independent judgment and a high degree of accuracy. Extensive knowledge of the area of assignment is required to assist in efficient and orderly operations. Work may involve handling sensitive issues and confidential information requiring discretion on the employee's part.

Essential Duties and Responsibilities:

An employee in this position may be called upon to perform any or all of the following essential functions. These examples **do not** include all of the duties which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

- Receives, screens and routes telephone calls, and assists visitors by ascertaining needs, explaining departmental policies and procedures, initiating necessary paperwork, or referring them to appropriate staff members.
- Types correspondence, reports, budget forms, permits, records and other material. Performs complex typing projects as assigned.
- Performs various administrative and technical support tasks pertinent to the area of assignment, answering inquiries and complaints, providing requested information and researching and compiling information pertinent to his/her assigned department.
- May take and transcribe dictation and meeting minutes utilizing electronic recording equipment as assigned by supervisor. Prepares meeting agendas, compiling necessary data and distributing it to appropriate individuals.
- Schedules meetings, travel and appointments for supervisor and other staff. Prepares itineraries and makes reservations as necessary.

- Processes various administrative records, enters information on computers and organizes and maintains office files. Prepares reports or memoranda, compiling necessary data and information from a variety of sources.
- May prepare billings and transmittals; maintains and balances related accounts for the area of assignment.
- Sorts and distributes mail and other materials. Prepares materials for mailing as needed.
- Assists in various special programs as assigned, attending meetings, handling related correspondence, maintaining records and serving as liaison for specific programs, assisting the public, providing related assistance and answers to questions.
- Maintains a filing system for general records, reports, complaints, correspondence, etc.
- Maintains an inventory of office supplies, forms and materials, ordering and/or picking up as needed.
- Performs various other clerical duties in a training capacity or as workloads, temporary absences or emergencies dictate.
- Performs various other related duties as assigned.

Employment Qualifications:

Education: Possession of a high school diploma or its equivalent with courses in secretarial science, computer operations, data processing or the equivalent.

Experience: A minimum of three years of progressively more responsible or expansive clerical/secretarial experience or the equivalent. Six month orientation period.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.