

Position Description: Secretary - CPEMS

Service Type: Classified - Range J

Definition: Under the general direction and supervision of CPEMS Director, the Secretary - CPEMS schedules appointments, gives information to callers, transcribes, types and otherwise relieves officials of clerical work and minor administrative business details.

Minimum Qualifications: High school diploma or GED; three years of secretarial experience; type 65 wpm; legible handwriting; and ability to operate ten-key calculator and computer terminals and related software. Experience in bookkeeping or basic accounting is desirable.

Responsibilities:

1. Reads and routes incoming mail.
2. Transcribes from voice recordings.
3. Files correspondence and other records.
4. Answers telephone and greets visitors; ascertains nature of business and refers to appropriate official or handles the matter appropriately.
5. Schedules appointments for employees.
6. Arranges travel schedules and reservations.
7. Compiles and types a wide variety of material including statistical reports.
8. Maintains bookkeeping and payroll accounts for department.
9. Monitors accounts payable, purchase orders, budgets; prepares budget revisions, records of maintenance, vehicle expenses, work orders, purchase requisitions; and orders materials and supplies as required.
10. Maintains records on CPR and First Aid classes taught, burning permits, etc.
11. Schedules the use of building and sign board for community use.
12. Attends and transcribes minutes for board meetings, prepares agenda, distributes materials and maintains all records.
13. Checks time sheets (ascertains correct rate of pay for each run, etc.), prepares time cards, runs record sheets and maintains overtime and call-back records.
14. Monitors emergency radio when necessary.
15. Other related duties as assigned.

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