

CROOK COUNTY
Sundance, Wyoming

Secretary – Road & Bridge Office – Job Description

*Specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job and/or department.*

DEFINITION

To perform a variety of responsible and difficult secretarial and administrative work in support of the Road & Bridge; Facilities Maintenance; and Fire Warden offices which contribute to efficient operations and require a thorough understanding of department programs and procedures; provide general information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Road & Bridge Superintendent.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Important and essential duties may include, but are not limited to, the following.

1. Perform a variety of responsible and difficult secretarial and administrative work in support of the Road & Bridge; Fire Warden and Facilities Maintenance office.
2. Serve as initial contact person; receive and screen calls and visitors; provide routine and non-routine information; refer more technical questions or issues to appropriate staff; respond to general complaints where judgment, knowledge and interpretation are utilized; take messages as appropriate.
3. Type, proofread, and word process a variety of routine and non-routine documents including general correspondence, agendas, reports, newsletters, and memoranda; may compose letters, memoranda or basic reports as instructed; arrange for or distribute copies of material.
4. Receive, open, review, sort, date stamp, and distribute office mail.
5. Operate modern office machines and equipment including PCs, typewriters, printers, copiers, postage meters, calculators, radio, and fax machines; routine and non-routine use of office software applications.
6. Perform routine and non-routine bookkeeping duties which may include preparing accounts payable bills.
7. Order, receive, inventory, store and distribute supplies; contact vendors and suppliers as needed for related records.
8. Initiate and maintain a variety of files and records for information related to the assigned office to ensure proper filing of documents in departmental or central files; maintain and update resource materials.
9. Provide information and forms to staff and the public; apply and may interpret department/county policies, procedures, services and operations.

10. Coordinate the flow of communication through the assigned office in an efficient and effective manner to staff, the general public, businesses and others.
11. Ensure confidence and confidentiality with office communications.
12. Maintain a calendar of department activities, meetings, and various events; schedule meeting and arrange for room set up; arrange for necessary materials to be available at meetings.
13. Plan, organize and carry out administrative assignments; compile and organize information and data from various sources on a variety of specialized topics related to programs in assigned area.
14. Prepare packets for meetings.
15. Participate and assist in the administration of the assigned office; organize and facilitate activities for the assigned office; recommend procedural changes affecting support activities.
16. May assist in the collection and organization of budget information from staff; monitor assigned budget line item; provide status reports as required.
17. Verify accuracy of employee time cards and enter payroll data.
18. Assist in a variety of department operations; perform special projects and assignments as requested.
19. May serve as secretary to various committees, commissions, and task forces; prepare, copy, meeting agendas and related materials, minutes, resolutions or other formal documents.
20. Develop, verify and review forms and reports for completeness and conformance with established regulations and procedures; apply specialized knowledge of departmental and program policies and procedures in determining completeness of applications, permits, records and files.
21. Prepare and initiate purchase orders for assigned department; ensure items are posted correctly.
22. Oversee assigned work activities and projects; evaluate work products, methods and procedures.
23. Adhere to safe work practices and procedures.
24. Attend and participate in staff meetings and related activities; attend workshops, conferences and classes to increase knowledge; serve on committees as assigned.

OTHER JOB RELATED DUTIES

Knowledge of:

- Modern office procedures, methods and equipment.
- English usage, spelling, vocabulary, grammar, proofreading and punctuation.
- Principles and procedures of record keeping.
- Mathematical and basic bookkeeping principles.
- Secretarial and administrative support techniques.
- Principles and practices used in dealing with the public.
- Principles and practices of data collection and report preparation.
- Policies and procedures of assigned department.
- Principles of business letter writing.
- Practices used for recording and transcribing minutes.
- Basic principles of budget preparation and monitoring.
- Work processing methods, techniques, and programs including spreadsheet and data applications.

Ability to:

- Perform a variety of responsible and difficult secretarial and administrative work, including operation of modern office equipment.
- Understand the organization and operation of the assigned department and the County to assume assigned responsibilities.
- Prepare correspondence and memoranda.
- Compile and prepare a variety of administrative reports.
- Apply bookkeeping practices to the maintenance of account records and statements.
- Schedule and coordinate projects; set priorities; adapt to changing priorities.
- Work cooperatively with other departments, County officials and outside agencies.
- Respond to requests and inquiries from the general public.
- Determine and maintain confidentiality.
- Plan and organize work to meet schedules and time lines.
- Communicate clearly and concisely both orally and in writing.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required known skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and ability.

Experience:

- Three to four years as a Secretary/Administrative Assistant.

Education/Training:

- Equivalent to a high school education including general office training.

WORKING CONDITIONS:

Essential duties require the following:

Working Environment:

- Minimal exposure to undesirable working conditions or exposure.

Physical Activities:

- Essential functions require maintaining physical condition necessary for minimal physical effort such as sitting, standing, walking, kneeling, and crouching/stooping/squatting, twisting upper body and lift an average of 10 lbs.