

## **SECRETARY**

**604**

**DEPARTMENT:** Community Services/Extension

### **DEFINITION OF WORK:**

Performs responsible and complex secretarial work.

Work involves the performance of difficult secretarial and clerical duties which involve independent judgment based on knowledge gained through experience. Provides secretarial and administrative support for a department or administrative officer. Work problems involving departures from established rules and policies are reviewed with supervisor for final decision but, within general instructions, employees develop their own procedures and carry work through to completion.

Work is performed under the general supervision of a department or unit director.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Provides clerical support to the 4-H Program including: maintenance of all 4-H enrollment records; maintains a calendar of 4-H events at the local, district, and State level; prepares and distributes monthly 4-H newsletters to appropriate clientele; maintains accurate 4-H mailing lists; assists in all aspects of promotion, registration, and logistical planning for the annual Junior 4-H Summer Camp; assists the 4-H agent in maintaining at all times an adequate supply of 4-H publications and materials; prepares as requested all monthly and annual County and State reports on the 4-H program; in the absence of the 4-H agent, keeps staff and volunteers informed of impending 4-H programs, program needs and deadlines; maintains all 4-H files in an orderly manner.

Manages the James City County (JCC) portion of the Extension annual budget on a daily basis; reconciles FMS Reports monthly; reports to the Unit Coordinator weekly.

Provides clerical and logistical support to the JCC Master Gardener Volunteer Program including officers of the JCC Master Gardener Association in matters relating to the annual Volunteer Training Program and Management activities necessary for the efficient function of the JCC Master Gardener Association including management of Master Gardener mailing lists, calendar of planned events, registration forms and fees and other requirements as they may arise.

Provides assistance to Master Gardener Volunteers in a timely, efficient manner. Includes assistance to staff and volunteers in maintaining adequate Extension publications and supplies at all times, maintaining the main horticultural information files in an orderly manner, ordering audio-visual materials from Virginia Tech and accurate, timely communications with the Office of Consumer Horticulture at Virginia Tech.

Responsible for scheduling the use of the EOC Building by all interested parties. Maintains a record of use and ensures that all users understand regulations regarding building use.

Serves as a member of the JCC Extension Leadership Council.

Replies in person, by telephone, or by correspondence to inquiries from visitors and callers; ascertains nature of the inquiry and provides information on departmental policies and procedures, programs, or services provided. May refer more difficult inquiries to the appropriate person.

Prepares and send correspondence and form letters on general matters with limited supervision.

Receives and distributes mail; schedules appointments and meetings; makes travel arrangements and arrangements for meetings.

**ADDITIONAL EXAMPLES OF WORK PERFORMED:**

May drive County vehicle to other County facilities to deliver or pick up information.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed in an office environment.

Operates computer keyboard, telephone, typewriter and copy machine.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of office practices and procedures.

Considerable knowledge of data entry and computer operations and of automated recordkeeping using personal computers.

Considerable knowledge of correct business English, spelling, and punctuation.

Ability to learn the policies, procedures, and services of the department to which assigned.

Ability to maintain complex records, to assemble and organize data and to prepare reports from such records.

Ability to deal with other employees and the general public in an effective and courteous manner.

Ability to type accurately and rapidly and to compose effective and accurate correspondence.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or equivalent, including or supplemented by course work in secretarial science and considerable experience in responsible secretarial work; or any equivalent combination of accepted education and experience providing the knowledge, abilities, and skills cited above.