

ADMINISTRATIVE SECRETARY

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DEPARTMENT: County Attorney

NATURE OF WORK:

Performs advanced secretarial work for the Office of the County Attorney. Work is performed in a complex setting, deals on a continuing basis with sensitive or controversial matters, and has continual public contact.

Work involves the exercise of initiative, sound judgment, and discretion in the performance of duties. Assignments are in the form of general outline or desired results, with methods and routines expected to be developed and implemented as appropriate. Work is performed under managerial direction and is reviewed through conferences, reports, and analysis of results obtained.

ESSENTIAL FUNCTIONS OF THE JOB:

Plans and organizes office workflow activities to meet unit objectives in a timely manner.

Evaluates and modifies work procedures and methods to ensure quality, effectiveness, and efficiency of operations.

Types correspondence and statistical reports and related office material into final format; types bulletins, manuals, narratives, and other documents requiring familiarity with technical terminology; assures conformity of office correspondence to established requirements and makes necessary changes in procedures as applicable.

Tracks filing and releasing of water and sewer, and trash and grass liens; sends liens to Circuit Court to be recorded; maintains files and records when liens are released.

Conducts extensive clerical research and completes data for administrative and public reports, bulletins, questionnaires, and other documents; performs directed analysis; drafts specific sections of statistical reports and verifies data; may have frequent contact with the public and other organizational members and county departments in the collection of data or the coordination of efforts that serve mutual interests and objectives or the transmittal of public information.

Coordinates with the Police and Fire Departments, the processing and issuance of solicitation and fireworks permits, respectively.

Schedules meetings and training sessions, including coordinating arrangements for the room, refreshments, or meals; prepares materials for audiovisual equipment or any other equipment as needed.

Maintains general and employee personnel files, sets up new files, files and retrieves information.

May take complex dictation and notes of meetings; keeps official records and reports; prepares correspondence for supervisor's signature; makes travel arrangements; maintains appointment calendar.

Acts as a Notary Public for staff and citizens by notarizing legal documents.

Coordinates with code publisher on amendments to the Code and publication of the supplements.

Maintains records of budget expenditures; prepares or coordinates preparation of budget documents in accordance with prescribed procedures; completes budget transfers as directed; assists with department annual budget preparation.

Provides instruction or guidance and makes daily work assignments to other clerical employees, as assigned.

Sorts Commonwealth of Virginia House and Senate bills and documents for staff review; supervises distribution and filing of bills and documents in binders.

Screens incoming calls and correspondence and refers to appropriate staff for action; assembles relevant attachments or notes for instruction or disposition; responds to routine inquiries regarding established policies and procedures.

Makes appointments for supervisor and professional staff, if appropriate; prepares agendas; attends meetings and records minutes.

Applies knowledge of microcomputer and advanced software applications.

Develops and administers operating records, and coordinates activities with other sections within division, department or outside agencies and departments, as appropriate.

May monitor and assist lower level clerical employees in complex work situations, advise on interpretation of policies, set work priorities, and schedule and assign daily work.

Examines and compares data for verification or discrepancies; reconciles errors and ensures accuracy and consistency of data processed; maintains office statistics.

Establishes control procedures for document handling and storage and develops data collection and records systems along with procedures for control, storage and purging of documents in accordance with applicable laws and regulations.

Maintains inventory of office supplies and equipment; prepares purchase requisitions.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates standard office equipment including telephone, computer keyboard, calculator, and copy machine.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of standard office practices and procedures, equipment, and its application to the area of assignment.

Thorough knowledge of department operations and organization.

Considerable knowledge of County and department policies, procedures, rules, and regulations.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to learn and use specialized language and technical terms.

Ability to work under pressure.

Ability to prioritize, organize, and perform work independently.

Ability to take minutes and transcribe accurately at a reasonable rate of speed.

Ability to operate general office equipment, word processing equipment, and microcomputers as required to accomplish the work assigned.

Ability to provide guidance and training to other clerical staff members as needed.

Ability to establish priorities and organize group activities that maximizes use of available resources and time management.

Ability to monitor the daily developments and progress of work performed and to modify or initiate corrective action, as appropriate.

Ability to establish and maintain effective working relationships with employees and the public.

Ability to deal with public relations problems courteously and tactfully.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; including or supplemented by college or business school courses in secretarial science; and extensive experience in highly responsible secretarial and office work; some of which shall have been in the legal profession; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.