



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Secretary	Job Code:	6050100	Job Grade:	06
Reports To:	Supervisor	Pos. No:	Various	SIC Code:	9311
Department:	Various	Loc. Code:	Various	FLSA Code:	N
				WC Code:	8810
Division:	Various	CS Code:*	A, B, C or D	EEO Code:	F01

Summary of Functions: Performs a variety of routine secretarial tasks, including typing, filing, greeting the public, screening phone calls, sorting mail, ordering supplies, compiling routine data in established formats, operating a personal computer and other related tasks.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Serves as first point of contact in greeting visitors, screening or routing incoming calls, taking messages and answering routine inquires.	20	E
2. Types routine correspondence, memos, and letters, ensuring accurate spelling, grammar, punctuation, content and composition.	20	E
3. Assist staff by coordinating, scheduling and maintaining calendar of events for appointments, meetings and/or classes.	15	E
4. Posts and records data in systems or software designed for record keeping and report generation and retrieval.	15	E
5. Performs other secretarial duties including, but not limited to: <ul style="list-style-type: none"> ▪ Copying and compiles data, reports, packets, and other information for departmental use or distribution; ▪ Processes incoming/outgoing mail; and ▪ Maintains filing systems. 	15	E
6. Monitors, requisitions and maintains office supplies, forms, materials and other items, as required.	10	E
7. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED program. Two (2) years job related experience or 30 hours of college or a combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Ability to type 40 wpm. Candidates for all clerical, administrative and/or secretarial positions will be required to take and pass at least one skill(s) test(s) which will be determined by the Elected Official or Department Head based on the position and the operational needs of the department. Testing may include one or more of the following: 10-key, Coding, Data entry, Filing, Grammar, Math, MS Excel, MS Word, Proof Reading, Spelling, Sorting, Timed Typing (3 minute). Ability to understand and follow written and verbal instructions, organize and process work and establish and maintain effective working relationships with other County employees and the general public.

Physical/Environmental Requirements:

May require prolonged sitting or standing. May require moderate lifting of files, boxes, copies, etc.

Hay Points/Point Factor:

HS12=100, E2=20, VM=VM2C=20, PD1A=5, WH1A=5, WE1C=5, IC1C=25, DL3=20, PS2=15, RE1A=5, SF1A=5, TTL= 225 points.

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 5/2003

Approved by Civil Service Commission on

Date 6/16/2003

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.