



DALLAS COUNTY JOB DESCRIPTION --GENERIC

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|--------------------|------------------|-------------------|-----------------|-------------------|------|
| Job Title: | Senior Secretary | Job Code: | 6050300 | Job Grade: | 08 |
| 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 |

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

Summary of Functions: Performs a variety of moderately complex secretarial and administrative tasks to support the daily operations of a division or department. Duties may include: interacting effectively with the public, arranging meetings, and drafting/typing correspondence and reports. Works with minimal supervision and relies on experience and judgment to plan and accomplish assigned tasks.

Management Scope: N/A

| Duties and Responsibilities: | % of Time | Essential Non-essential |
|--|-----------|-------------------------|
| 1. Serves as a liaison for the division or department: greets visitors; screens and routes incoming calls; takes messages and/or answers routine inquiries. | 20 | E |
| 2. Handles matters of a routine nature to include: following up on pending issues; researching, gathering and preparing information; and making decisions on routine matters as delegated by the supervisor. | 20 | E |
| 3. Prepares, types or processes a variety of forms, documents, correspondence, including requisitions, instruments, bills, payments and/or receipts. | 15 | E |
| 4. Arranges meetings, prepares agendas, rosters and related materials, and takes minutes of meetings. Arranges and confirms travel reservations. | 15 | E |
| 5. May act as a lead to clerical support staff to provide guidance, training, coordination and monitoring of tasks to ensure effective and efficient completion. | 10 | E |
| 6. Maintains/reconciles time and attendance reporting for departmental staff and processes personnel related forms. | 10 | E |
| 7. Monitors or maintains inventory of files and supplies. | 05 | N |
| 8. Performs other duties as assigned. | 05 | N |

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED program. Three (3) years of job related experience or 45 hours of college or a combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Ability to type 50 wpm, with proficiency in using word processing and database software. 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, standing, and ability to lift and carry up to 25 lbs. unassisted.

Hay Points/Point Factor:

HS12=100, E3=30, VM2C=20, PD1A=5, WH1A=5, WE1C=5, IC2C=35, DL3=20, PS3=25, RE2B=20, SF1A=5, TTL=270 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.