

**POSITION DESCRIPTION
COUNTY OF HENRY, INDIANA**

POSITION: Secretary
DEPARTMENT: Commissioners Office
WORK SCHEDULE: 8:00a.m.- 4:00p.m., T-F, Up To 28 Hours Per Week
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)
STATUS: Part Time

To perform this position successful, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Secretary for County Commissioners, responsible for providing executive assistance to the County Commissioners.

DUTIES:

Answers telephone and greets office visitors, determining nature of call/visit, providing information and assistance, taking messages and complaints, or transferring/directing to appropriate individual or department. Schedules/maintains calendar for building and Commissioner meetings and meetings of other governmental agencies using County facilities.

Directs and oversees facility maintenance operations and security projects, including coordinating projects with building contractors and receiving and reconciling facility complaints from County departments. Prepares specifications for building maintenance management contract, janitorial contract, and building repairs. Plans, coordinates, and monitors long-range capital improvement projects, including supervising the acquisition, construction, use and maintenance of all buildings, furnishings, and equipment owned or leased by the County.

Oversees and processes liability claims, tort claims, and property loss to insurance company, including compiling loss statistics and maintaining related files.

Assists in preparation of annual Commissioners budgets and administering upon approval, including authorizing and monitoring preparation of purchase orders, claims, and additional

appropriations. Maintains Commissioners financial records and related documents. Maintains fund ledgers, including posting receipts, maintain current fund balances, and periodically reconciling with Auditor's records.

Prepares and processes Commissioners payroll, including reviewing time cards, completing forms and submitting to Auditor, as required. Verifies, processes and writes claims for Commissioner, Cumulative Capital and Courthouse funds.

Conducts fiscal and management research as directed, compiling data for comparative analysis, and advising Commissioners, County departments and agency official on budgetary matters. Provides fiscal projections and recommendations.

Prepares, types, copies, files and mails various documents, including correspondence for Commissioners signature, remarks for speaking engagements, legal advertisements, ordinances, and resolutions. Distributes to appropriate persons or agencies including news media, State and County departments, and the public. Ensures that communications, orders and directives emanating from Commissioners are performed.

Maintains knowledge of fiscal and legislative matters pertaining to the Commissioners and County government and informs Commissioners as needed. Attends various training seminars and workshops as required.

Receives and process applications for a variety of grants, including ensuring grants are in compliance with Auditor and County requirements.

Serves as Commissioners liaison to news media, numerous local and State departments and agencies, and the general public, including attending meetings and dissemination information as necessary.

Reviews computer and telephone plans, evaluates costs, determines specifications and develops recommendations for improving coverage. Receives calls and e-mails from County departments for computer related problems. Evaluates and resolves computer related problems for County personnel, determining appropriate steps for correction or contacting computer vendor as appropriate.

May attend Commissioners meetings, recording attendance, recording minutes and distributing minutes agenda, and related documents.

Performs assignments related to special projects as assigned by Commissioners.

Periodically assists County Attorney, including gathering information and proofreading documents.

Periodically drives a vehicle to complete job-related errands as required.

Periodically performs duties of other personnel in their absence.

Performs related duties as assigned.

JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED and previous related experience required. Ability to obtain an Indiana Notary Public license.

Thorough knowledge of the practices, organization, and operations of Indiana county government, the prescribed fiscal and legislative functions of the County Commissioners, and standard office policies and procedures, with ability to apply such knowledge to a variety of interrelated tasks.

Working knowledge of standard and government bookkeeping principles, and ability to perform arithmetic calculations, prepare and administer budgets, and maintain accurate records.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to type with speed and accuracy, prepare correspondence and reports, and properly operate a variety of standard office equipment and software, including work processing software, database/spreadsheet software, computer, printer, telephone, fax machine, typewriter, copier and calculator.

Working knowledge of and ability to research and present information relating to personnel, property construction and maintenance, and insurance.

Ability to maintain confidentiality of department records and information as required.

Ability to work with minimum supervision understands and follows oral and written instructions, and work with others in a team environment.

Ability to work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions, often under time pressure.

Ability to effectively communicate orally and in writing in a tactful and courteous manner with supervisors, co-workers, other County departments, other government agencies, media, contractors, vendors, community leaders, and the public, including being sensitive to professions ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to occasionally work extended and/or evening hours, and occasionally travel out of town for training, sometimes overnight.

Possession of a *valid* Indiana driver's license and demonstrated safe driving record.

RESPONSIBILITY:

Incumbent performs a variety of bookkeeping duties and administrative tasks in support of the work of the County Commissioners according to flexible, customary routine and statutory deadlines, following established policies and procedures of the Department. Incumbent receives general instructions and priorities from supervisor, and uses judgment in determining appropriate methods to achieve desired results. Periodically decisions are made in the absence of supervisor. Work is reviewed at critical phases and upon completion of specific duties for accuracy and adherence to instructions/guidelines. Errors in incumbent's work are usually prevented through standard bookkeeping checks, with undetected errors resulting in loss of time for correction, embarrassment to the county, and/or inconvenience to the public.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with supervisors, co-workers, other County departments, other government agencies, media, contractors, vendors, community leaders, and the public for the purpose of exchanging information, explaining and interpreting Commissioner's policies, and coordinating work assignments.

Incumbent reports directly to the County Commissioners.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment *involving* sitting for long periods, lifting/carrying objects weighing less than 25 pounds, handling/grasping/fingering objects and close *vision*. Incumbent occasionally works extended and/or evening hours, and occasionally travels out of town for training, sometimes overnight. Incumbent frequently travels to various County facilities to perform standard job functions.

APPLICATION/EMPLOYEE ACKNOWLEDGMENT:

The job description for the position of Secretary for the County Commissioners describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outline? Yes _____ No _____

Applicant/Employee signature

Date