

SECTION B – 8. JOB DESCRIPTIONS - OFFICE CLERK/SECRETARY

8.1 Class Title. Office Clerk/Secretary (NON-EXEMPT)

8.2 Class Definition. Assists the Office Administrator with primary responsibility for efficient office performance. Performs special secretarial functions assigned by the Office Administrator or Executive Director, and has considerable direct contact with the public.

8.3 Distinguishing Features of the Work. Responsible for all administrative service functions, bookkeeping, purchasing, procedures and scheduling as assigned by the Office Administrator or Executive Director. Assists in determining fiscal facts and making reports. Performs complex and specialized secretarial and clerical work. Serves as direct contact with the public, primarily in fiscal matters related to systems operations.

8.4 Illustrative Examples of Work. Responsible for all other office procedures. Assists the Office Administrator or Executive Director with maintaining fiscal records, including ledgers, payrolls and payroll tax reports, and collection of accounts receivable. Assists with the administration of the insurance coverage for employees. Pays all invoices as directed by the Executive Director and makes bank deposits when needed. Responsible for all filing. Orders supplies, materials and required forms. Assists Executive Director in arranging the Authority meetings and gives public notice of it. Performs other related duties as assigned by the Office Administrator or the Executive Director.

8.5 Supervision Received. Works under general and specific instruction of the Executive Director and Office Administrator.

8.6 Requirements of the Work. Thorough knowledge of the principles and practices of business administration, including a general knowledge of budgeting, purchasing and bookkeeping. Thorough knowledge of accepted business English and competence in preparing and writing assigned reports. Ability to install, operate and instruct in the operation of modern office equipment. Ability to make independent decisions in the name of the Executive Director on routine matters or in special areas authorized by Executive Director. Ability to maintain effective relationships with officials, associates and the public. General knowledge of pertinent provisions of state legislation governing Authority operation, and familiarity with the fiscal and operational policies of the Board.

8.7 Guidelines and Discretion. Work is performed under policy instruction from the Office Administrator, but requires application of considerable initiative, discretion and independent judgement, as well as tact and diplomacy in dealing with the public.

8.8 Education and Experience. Graduation from high school business or commercial course or graduation with academic or general course, supplemented by completion of business courses at a recognized private business school, plus at least two years' experience in a business office.