TITLE:	**Executive Secretary**	**JOB CODE:**	1051
PREPARED:	6/30/03	**FLSA:**	Non-Exempt
UPDATED:		**REVISION #:**	

Summary: Under general supervision, provides broad administrative support to a senior County executive manager or the County Commission.

Distinguishing Characteristics: This designation is distinguished from the Office Supervisor and Administrative Aide classifications by reporting to the County Manager or the County Commission and the broader impact and scope of work performed.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Gathers and assembles information and materials; researches, compiles and evaluates information for special projects; extracts and summarizes information from files, records and other sources; prepares reports, graphs, displays and other exhibits.
- Prepares a variety of correspondence, reports and other documents; works with confidential information; composes responses to questions and inquiries; develops and maintains logs and other information tracking systems.
- Maintains and processes a variety of records; determines usefulness and relevance of information and selects proper procedures for handling; codes and classifies data; compiles summaries; identifies and corrects deletions and omissions; establishes and revises filing systems.
- Screens visitors and phone callers; provides information or resolves issues or complaints if possible; refers visitor or caller to appropriate staff person; arranges and schedules appointments, meetings and conferences; maintains confidentiality of sensitive issues and information.
- Prepares a variety of documents, including requisitions, payroll and other transactions.
- Maintains logs, account balances, ledgers and other bookkeeping or financial records.
- Reconciles the County's checking accounts; serves as the signer for all County checking accounts; handles stop payments, wires and other related banking functions.
- Tabulates all ballots cast within the County during all city, primary and general elections; creates a computer program; conducts tests; established election boards; processes all documentation required by the Secretary of State.
- Provides staff support to the County Commission; compiles and distributes meeting agendas and packets; posts agendas and coordinates the publishing of legal notices; takes and distributes minutes; prepares correspondence and records of action taken.
- Accepts and processes tax payments; issues marriage licenses; files notary bonds; processes passport applications; collects deposits from other departments.
- Opens and distributes mail; maintains inventory of County equipment; makes travel arrangements; processes conference and meeting registrations.
- Performs related work as required.

JOB DESCRIPTION
Executive Secretary

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of modern office practices, procedures, methods and equipment.
- Knowledge of grammar, punctuation, spelling and syntax.
- Knowledge of the principles and practices of bookkeeping.
- Knowledge of County policies, procedures, rules and regulations.
- Knowledge of County election procedures.
- Skill in performing research and logically organizing information.
- Skill in interpreting laws and regulations.
- Skill in performing mathematical calculations and computations.
- Skill in applying technical procedures involving complex codes, specialized vocabulary and legal forms.
- Skill in organizing complex filing and records systems.
- Skill in operating a personal computer and software applications.
- Skill in establishing and maintaining effective working relationships with superiors and the general public.
- Skill in written and oral communications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- Associate Degree in business administration, office management or a closely related field.
- Four years of experience in executive-level administrative support.
- May require possession of a valid State of Nevada driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 25 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, calculator, election tabulation equipment and a motorized vehicle.