

HUMAN RESOURCES AND PAYROLL SECRETARY/RECEPTIONIST

CLASS NO. **2504** **EEOC CATEGORY: Office and Clerical**

PAY GROUP: **12** **FLSA: Non-Exempt**

SUMMARY OF POSITION

Performs general office management, secretarial, record keeping, and clerical tasks for Human Resources and Payroll department.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Human Resources and Payroll Director but may receive assignments from Payroll Administrator and Human Resources Administrator.
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with county officials, county employees, and other government departments at state and federal level, benefit companies used by the County and the general public.

EXAMPLES OF WORK¹

Essential Duties

Be familiar with County Personnel Policies as are set forth in the County's Personnel Policy Manual, plus related Court Orders and other official announcements of the County, thereby observing and enforcing said policies without exception. Furthermore, whenever clarification is needed with regard to said policies to contact a member of the County Attorney's Office for this purpose.

Performs front desk receptionist duties such as answering the telephone, greeting visitors, taking accurate messages, refers callers and visitors to appropriate individuals, and provides information as necessary.

Maintains records of supplies and inventory for the office and prepares purchase orders and supply purchases for the office.

Performs general clerical duties including making copies, drafts correspondence, invoices, forms, reports, and other documents.

¹ For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.

Files information in established files, removes files upon request, and matches files with reports or correspondence as requested.

Verifies expense reports from Auditor's Office.

Has access to confidential information and maintains confidentiality.

Ensures accuracy of office calendar.

Other Important Duties

Officially opens and/or closes the office daily;

Opens and distributes mail;

Other duties may be assigned by Human Resources and Payroll Director, Payroll Administrator, and/or Human Resources Administrator.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT²

Ability to lift 10-25 pounds frequently and 25-50 pounds occasionally;

Frequent reaching with arms, bending, twisting, standing, walking, stooping, and climbing stairs; and

Constant sitting and/or use of computer and office equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard office practices and procedures; basic bookkeeping procedures; and correct business English, spelling, punctuation and arithmetic.

Skill/Ability to: operate a computer using standard word processing and spreadsheet software; operate modern office equipment, including typewriter, calculator, copier, etc.; type accurately with a high degree of accuracy; demonstrate proficiency in both oral and written communication; perform basic mathematical calculations; and maintain appropriate necessary certifications.

Knowledge of all Microsoft Office programs

Must possess excellent organizational skills

Must possess excellent customer service and interpersonal skills

Ability to multi task and prioritize

² Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

ACCEPTABLE EXPERIENCE AND TRAINING

High school diploma, or its equivalent, plus at least two (2) years of related experience;

Or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES

Certification as a Notary Public.