SOUTHERN CLINTON COUNTY MUNICIPAL UTILITIES AUTHORITY
JOB DESCRIPTION

ADMINISTRATIVE SECRETARY

Supervised By: Administrative Supervisor
Supervises: No supervisory responsibility

Position Summary:

Under the supervision of the Administrative Supervisor, functions as a receptionist and multi-purpose clerical employee. Greets and directs the public, responds to and directs incoming phone calls, assists with various administrative or bookkeeping tasks and performs other duties of a clerical nature.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Receives, screens and directs telephone calls, visitors and correspondence to appropriate personnel. Provides general information and customer service and maintains incoming/outgoing mail.

2. Prepares forms, correspondence, reports, memos, receipts, and other similar documents and/or materials as assigned. Types, enters data, copies, files, and performs other clerical tasks.

3. Assists with the accounts payable function.

4. Enters data into the Asset Management Program.

5. Acknowledges incoming SCADA alarms and informs operational personnel.

6. Reconciles monthly bank statements, maintains updated purchase order list and performs other support tasks of a financial nature.

7. Attends Board meetings and types the minutes for meetings of the Board occasionally.

8. Maintains various materials and supplies for the office.

9. Schedules inspections and provides other customer support tasks.

10.   Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

Requirements include the following:

- High school diploma supplemented by vocational training in secretarial science or a similar skill area.

- Two or more years experience in an office setting with clerical and administrative responsibilities.

- Ability to type with speed and accuracy.

- General knowledge of the structure, policies, procedures, and regulations of municipal government.

- Knowledge of general office operations and ability to perform arithmetic tasks with speed and accuracy.

- Ability to gather data and prepare accurate and timely records, reports, notices, memos and letters.

- Ability to establish and maintain effective working relationships with employees, supervisors, and the general public.

- Ability to use basic office equipment such as telephone, calculator, photocopier, fax and computer with applicable software applications such as word processing, spreadsheet and database, as well as email/internet/world wide web.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.