

Clayton County	
Title: Administrative Secretary Class Code: C0015	

PURPOSE OF CLASSIFICATION

Provides administrative support to an assigned department. Work involves preparing and maintaining personnel records, payroll documents, and related paperwork for the department; providing clerical support to department managers; prepare reports, correspondence, and other materials; entering and retrieving information from department databases; maintaining automated and manual files; and assisting callers, customers, the general public, and/or visitors. Work is performed under the general supervision of an elected official, department director, or division manager.

ESSENTIAL FUNCTIONS

The following duties are normal for this position; however, all functions may not be performed in all departments. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Greets and screens visitors; answers department telephones; provides assistance, requested documents, and information; refers callers to other staff members as appropriate and takes messages.

Establishes and maintains personnel records for department employees; prepares and processes paperwork resulting in personnel actions (performance evaluations, salary increases, promotions, terminations, etc.).

Prepares payroll information for the department; receives and reviews timesheet documents; enters data into the time management system; enters codes for leave taken, holidays, worker's compensation, and other actions which affect employee pay; reviews and verifies payroll data; and submits for final approval and processing. Responds to employee questions regarding payroll, deductions, etc. and refers questions to other departments/staff as necessary.

Prepares, reviews, and processes purchasing documents; prepares purchase orders for needed materials, equipment, and supplies; receives and distributes incoming supply shipments; reviews and codes invoices; and forwards for payment. Maintains files of purchasing requisitions and completed purchase orders.

Assists department management with budget related activities; provides information on past budgets and expenditures for use in developing budget proposals; and retrieves and reports information on expenditures and current fund balances.



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Maintains schedules/calendars for department managers and/or professional staff; makes necessary travel arrangements; schedules meetings for department staff as requested; prepares and distributes agendas; and obtains requested audio-visual equipment.

Prepares department documents, records, reports, and forms requiring knowledge of programs, policies, ordinances, County Codes, and procedures. Researches, compiles, consolidates, and/or tabulates information; incorporates information into requested reports and other prepared materials; proofreads for accuracy and completeness; and distributes upon approval.

Enters information into department programs and databases; updates database information; creates new spreadsheets/files; and purges old data as appropriate. Researches information from databases and incorporates into other assignments.

Maintains department/program references such as vendor lists, Code books, training manuals, standard operating procedures, mailing lists, County Street Index, Land Development Guidelines, program manuals, etc.

Provides information to personnel from other departments, County Officials, customers, patrons, contractors, engineers, and the general public regarding department programs, projects, land development plans, County policies and procedures, guidelines, etc. Facilitates public relations and a positive department image through contacts with the public, customers, patrons and local and County Officials. Prepares and sends press releases for scheduled programs.

Provides assistance and orients staff members and/or customers in using computers and peripheral equipment. May maintain contact with staff members via two-way radio.

Receives, dates, and distributes incoming mail and other documents delivered to the department such as construction plans, plats for approval, permit requests, tax returns, legal papers, court orders, etc. Reviews, verifies, and/or processes incoming documents and forwards or disburses as appropriate. Prepares outgoing mail.

Receives, receipts, and monitors money received for department programs, fees, services, and other income sources. Prepares deposits and forwards to the Finance department as appropriate. Issues permits, tags, or decals as appropriate.



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Prepares folders; maintains files of department correspondence, program records, legal documents, etc.; photocopies documents and distributes and/or files; and requests information from other departments as necessary to complete department records/files. Maintains assigned administrative files such as purchasing, personnel records; prepares payroll, worker's compensation, and/or incident reports.

May supervise subordinate staff, which involves assigning work, providing guidance and direction, explaining policies and procedures; and reviewing work.

ADDITIONAL FUNCTIONS

Assists other department clerical personnel as needed. Serves as back up to other staff members as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High School Diploma or GED; supplemented by two (2) years of experience providing clerical support; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Proficient in the use of personal computers.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light to very moderate physical effort in sedentary to light work; may involve some combination of stooping, kneeling, crouching and crawling and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (5-20 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Under normal conditions essential functions are performed without exposure to adverse environmental conditions.

