

CLAYTON COUNTY, GEORGIA

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: PRINCIPAL SECRETARY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide clerical and administrative support to an assigned department and/or program. Work involves preparing a variety of program documents, which requires locating and/or consolidating information from other source documents, databases, and/or staff. Duties also include maintaining department administrative files; preparing materials and records concerning department operations such as productivity reports and statistical summaries; entering data and retrieving information from department databases; maintaining automated and manual files; and assisting callers, customers and/or visitors.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. 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.

Prepares department documents, records, reports and forms requiring knowledge of program policies and procedures and judgment in content, format and detail. 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.

Maintains assigned administrative files such as purchasing records, personnel records, etc.; prepares payroll, worker's compensation reports, vehicle accident reports and/or incident reports.

Assists administrative staff with researching, developing and compiling all budgetary needs for submission of budget each fiscal year.

Enters information into department programs and databases; updates database information; creates new spreadsheets/files; and purges old data as appropriate. Researches information from databases such as history checks, etc.

Maintains schedules/calendars for department managers and/or administrative staff; makes necessary travel arrangements; schedules meetings for department staff as requested; prepares and distributes agendas; obtains requested audio-visual equipment; and takes, transcribes and distributes meeting minutes.

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Maintains department/program references such as vendor lists, Official Code of Georgia, training manuals, standard operating procedures, department rules and regulations, and mailing lists.

Monitors assigned inventories; prepares requisitions, purchase orders, and other necessary records.

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

Receives, dates and distributes incoming mail. Prepares outgoing mail.

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.

Types and designs newsletters, brochures and flyers.

Attendance is mandatory in order to perform the essential functions of this position.

ADDITIONAL FUNCTIONS

Assists administrative/managerial staff with organization and administration of special projects and/or various committees as directed.

Assists other department clerical personnel 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 and experience using computers and word processing, spreadsheet and/or desktop publishing software applications; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

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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: Essential functions are regularly performed without exposure to adverse environmental conditions.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.