

# CLAYTON COUNTY, GEORGIA

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: SECRETARY**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to provide clerical support to an assigned department and/or program. Work involves preparing a variety of documents such as administrative forms, reports, records and summaries which may include transcribing, consolidating information from several records, preparing from notes or drafts, etc. Duties also include 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. 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.**

Prepare department documents, records, reports and forms which require some judgement in content, format and detail; receives documents and/or retrieves information from recorded notes, drafts, summaries, data bases or other source documents, and/or drafts for use in preparing assigned materials; and proofreads for accuracy and completeness.

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 criminal history checks.

Distribute information to other department personnel for further action, i.e. assigning cases to investigators; submitting performance appraisals to supervisory staff, submitting work orders, etc.; and follows up for completed information as appropriate.

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

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.

### **ADDITIONAL FUNCTIONS**

Assist other department clerical personnel as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by one year of clerical and data entry experience; 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.

**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.*