

**Bell County, Texas**

**Job Description: 735  
July 2001**

**Job Title: Secretary III**

Department: Engineer=s Office  
Immediate Supervisor County Engineer

Brief Description of the Job: Provides secretarial, clerical and administrative duties for the department. Acts as liaison with other departments and assists supervisor with special assignments.

Essential Functions:

	*	**
1. Performs secretarial and clerical duties by filing, typing correspondences and memos, answering telephones, taking messages, distributing mail and other papers, ordering office supplies, making copies, faxing documents, greeting visitors, database administration, entering data into the computer and performing special assignments	70	L
2. Performs administrative duties by providing information as requested, compiling various reports and statistics, assisting the supervisor with special assignments, managing files and caseloads and performing other duties as assigned	30	L

This information is intended to be descriptive of the key responsibilities of the position. The preceding examples do not identify all duties performed by any sing incumbent.

\*Percentage of time

\*\*Physical strength code: S-Sedentary

L-Light

M-Medium

H-Heavy VH-Very Heavy

**PHYSICAL DEMANDS**

Overall physical strength demands for this position: \_\_\_\_\_ Sedentary  Light  
 \_\_\_\_\_ Medium \_\_\_\_\_ Heavy \_\_\_\_\_ Very Heavy

<b>Physical Demands</b>	<b>Frequency Code</b>	<b>Description</b>
Standing	F	Filing, making copies
Sitting	F	Desk work
Walking	O	Around the office, to other departments
Lifting	F	Files and supplies
Carrying	F	Files and supplies
Pulling	F	File drawers
Pushing	F	File drawers
Using fine dexterity	C	Computer keyboard, telephone pad
Reaching	F	For files and supplies
Kneeling	O	Filing in lower drawers
Crawling	R	Plugging in equipment under desk
Twisting	F	From computer to telephone
Climbing	R	Step stool
Balancing	R	On step stool
Seeing	C	Reading, computer keyboard
Hearing	C	Communicating with personnel and on telephone
Talking	C	Communicating with personnel and on telephone
Using Foot controls	R	Driving

This is a description of the way this job is currently performed; it does not address the potential for accommodation

Frequency code: C-Continuously F-Frequently O-Occasionally R-Rarely N-Never

**Machines, tools, equipment and work aids:**

Computer and related software, printer, typewriter, copier, fax machine, calculator, telephone, shredder, binding machine

**ENVIRONMENTAL FACTORS**

Dirt and Dust	N	Extreme temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/humidity	N	Darkness/Poor lighting	N

**HEALTH AND SAFETY**

Mechanical hazards	N	Chemical hazards	N	Electrical hazards	N
Fire hazards	N	Explosives	N	Communicable diseases	N
Physical danger or abuse	N	Other (specify)			

Exposure to and frequency: D-Daily    S-Seasonal    W-Several times/week    M-Several times/month

**PRIMARY WORK LOCATION**

Office environment	X	Warehouse		Shop	
Vehicle		Outdoors		Other:	

**Protective Equipment Required:****NON-PHYSICAL DEMANDS**

Time pressures	F	Emergency situations	R
Frequent change of tasks	F	Irregular work schedule/overtime	R
Performing multiple tasks simultaneously	F	Working closely with others/teaming	C
Tedious or exacting work	F	Noisy/distracting environment	F

Frequency codes: F-Frequently    O-Occasionally    R-Regularly

## **JOB REQUIREMENTS**

### **Formal Education:**

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency. Database management, computer classes, working knowledge of EXCEL to manage database.

### **Experience:**

Over one year up to and including two years experience is required

### **Certifications and Other Requirements:**

Notary Public

Valid Texas Class C driver=s license

### **Supervision:**

N/A

### **Contacts:**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.