

Job Title: Secretary I

Department: County Attorney’s Office, Juvenile Probation, Extension Office
Immediate Supervisor: Administrative Assistant, Area Manager Juvenile Probation, Extension Agent

BRIEF DESCRIPTION OF THE JOB: Performs secretarial and clerical duties for the department. Answers telephone calls, compiles reports and performs special duties as assigned.

ESSENTIAL FUNCTIONS:

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

Percentage of Time Physical Strength Code

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, entering data into the computer and performing special assignments.	80%	L
2) May perform specific duties related to the department by performing intake functions, handling budgetary items, assisting with the coordination of various programs and other duties as assigned.	20%	L
<u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary X Light _____ Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

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

Physical Demands	Frequency Code	Description
Standing	O	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	O	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

Machines, Tools, Equipment and Work Aids:

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

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or 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)			

PRIMARY WORK LOCATION			
Office Environment	X	Warehouse	Shop
Vehicle	X	Outdoors	Other:

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

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 As Part of a Team	C
Tedious or Exacting Work	F	Noisy/Distracting Environment	O

JOB REQUIREMENTS

Formal Education:

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge expected to be equivalent to four years of high school or equivalency.

Experience:

Under and including one year experience is required.

Certifications and Other Requirements:

Valid Texas Class C Driver's License

Supervisory:

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.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.