

**INGHAM COUNTY  
JOB DESCRIPTION**

**ADMINISTRATIVE SECRETARY - DEPUTY CONTROLLER**

**General Summary:**

Under the supervision of the Deputy Controller the Administrative Secretary provides a variety of secretarial support services including: typing correspondence, resolutions, reports, and other documents; prepares agendas for various meetings; takes and transcribes minutes of meetings; answer telephones; and maintain office filing systems. Monitors contracts for 911, CATA services, community agencies, and pays invoices relating to such contracts. Assist the Community Corrections Advisory Board (CCAB) Office with general secretarial and administrative support functions.

**Essential Functions:**

1. Provides secretarial and administrative support to the Deputy Controller and Assistant Deputy Controller including setting-up and typing correspondence, resolutions, reports, surveys, and other documents. Proofreads and edits documents.
2. Upon the direction of the Deputy Controller prepares and organizes agendas for various meetings, including the Law Enforcement, Judiciary, Human Services, County Services Committees and 911 Advisory Board committee meetings. Assembles, copies, and distributes meeting packets.
3. Maintains account ledger for 911 operations and prepares vouchers for payment. Prepares vouchers to Treasurer and maintains appropriate records for 911 payments. Monitors 911 contracts with various cities and prepares payment to the contracted cities for reimbursement of millage and telephone surcharges. Prepares invoices and maintains ledger for the 911 radio system.
4. Monitors CATA contract and prepares CATA payments, includes reviewing invoice amounts as they relate to scope of service, and ensuring that invoice charges do not exceed allotted amounts.
5. Monitors both regular and Juvenile Justice Millage community agency contracts and prepares grant applications, mailings, and invoices for payment as it relates to contracts.
6. Assists the CCAB Office with general administrative and secretarial support functions, including preparing Jail Booking charts, scheduling meetings, mailings, creating address label files, proofreading documents, and assisting with special events. Prepares agenda for various CCAB Committee meetings.
7. Answers telephones and routes calls to appropriate individuals, and receives and screens visitors. Assists in researching issues by calling other offices within the County, and collecting and compiling information.

8. Prepares annual schedule for Board meetings and Liaison Committee Meetings.
9. Establishes and maintains office filing systems, and provides other general administrative/secretarial support.
10. Provides back-up support to the Administrative Assistant for the Controller/Administrator's Office and others as necessary.

**Other Functions:**

Performs other duties as assigned

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

**Employment Qualifications:**

**Education:** High school graduation with some advanced course work in secretarial, business, data processing, and related areas.

**Experience:** Two years of secretarial or related administrative experience.

**Other Requirements:** Proficient in Microsoft WORD and Excel, excellent verbal and written communication skills.

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

**Physical Requirements:**

Ability to access departmental files.

Ability to enter and retrieve information from computer.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

**Working Conditions:**

Works in office conditions.

**ADMINISTRATIVE SECRETARY –  
DEPUTY CONTROLLER (12/02/2009)  
MCF**