

**INGHAM COUNTY
JOB DESCRIPTION**

SECRETARY - ADMINISTRATIVE SERVICES / BOARD

General Summary:

Under the supervision of the Deputy Controller for Administrative Services and Budget and the Board Coordinator, provides a variety of secretarial support services, including typing correspondence, reports, and other documents, preparing agendas and taking minutes at various meetings, coordinating large mailings, answering telephones, and maintaining office filing systems.

Essential Functions:

1. Prepares agendas for Administrative Services/Personnel Committee meetings upon direction of the Deputy Controller based on input from administrators, department heads, elected officials, commissioners, correspondence received, and issues and projects in progress. Assembles meeting packets, makes copies, and distributes to parties.
2. Sets-up and types correspondence, reports, budget documents, legal and public notices, spreadsheets and other documents for the Deputy Controller, Board Coordinator and Board. Prints special resolutions as assigned.
3. Assists the Deputy Controller and the Senior Budget Analyst on the budget process by proofreading, distributing departmental budget packets, copying, assembling, and distributing the final budget.
4. Answers telephones and routes calls to appropriate County offices, and receives and screens visitors. Researches issues by calling other counties or agencies, and collecting and compiling information. Answers Board calls in absence of Board Coordinator.
5. Assists in maintaining office filing systems and providing other general clerical support.
6. Assists the Board Coordinator in planning and coordinating special events undertaken by the Board.
7. May attend meetings, take minutes of various meetings upon request, and transcribes meetings from tape as assigned by Board Coordinator or in absence of other support staff.
8. Performs a variety of accounting related functions such as preparing vouchers for payment and entering to system, calculating and entering payroll, and preparing purchase orders.
9. Sends out mass mailing to commissioners, elected officials, local units, news media, and community organizations.

8. Arranges conferences and travel for Deputy Controller, Budget staff, and assists the Board Coordinator with conference and travel arrangements for the Commissioners.
9. Gathers information for conferences, meetings, and agendas and attends meetings and seminars.

Other Functions:

None listed.

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 data processing, secretarial, accounting, and related areas.

Experience: One year of secretarial or related administrative experience.

Other Requirements: None listed.

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

Ability to access departmental files.

Ability to enter and retrieve information from computer.

Ability to lift and/or move boxes of files or tables, chairs and other equipment for conferences and meetings.

Working Conditions:

Works in office conditions.