

**WEBB COUNTY
JOB DESCRIPTION**

CERTIFIED

TITLE: Secretary
DEPARTMENT NAME: Planning & Physical Development
SLOT NUMBER(S): 2360
REVISION DATE: May 14, 2013

MAY 14 2013
By Webb County
Civil Service Commission

JOB SUMMARY: Assists in the implementation and management of the department's fiscal and administrative functions relating to budgetary matters, payroll, inventory and asset management, financial administration, purchases, accounts payable, personnel and human resource matters, database and records management, inter-department and inter-governmental coordination, etc. Performs secretarial and clerical duties as needed.

ESSENTIAL DUTIES AND REQUIREMENTS: The following is a general description of duties/tasks that may be assigned.

- Provides all secretarial, clerical and reception services and assistance as required by the Department (including but, not limited to, typing, filing, making copies, answering the phone, taking messages, receiving the public, scheduling of meetings and activities, running office errands, receiving and distributing mail, etc.).
- Receives and assists the public in the preparation of applications of all permit requests. Provides initial review to ensure all applications/requests are complete. Must be current on rules and procedures to properly advise and direct the public accordingly.
- Assists in the preparation of all agenda requests for the Commissioners Court meetings and maintains accurate records of said requests and subsequent action.
- Assists in the scheduling of meetings and preparation of the agendas, minutes, agenda back-up, etc. for the Planning Advisory Board. Responsible for the documentation of accurate minutes and maintenance of all files for the Planning Advisory Board.
- Under the direction of the immediate supervisor, receives bills and prepares general request for payments, purchase requisitions, travel requests, etc.
- Under the direction of the immediate supervisor, responsible for the receipt, deposit and records of all funds received by the Department (plat fees and deposits, reproduction fees, etc.).
- Provides data entry as needed for the maintenance of the Department's computerized files/records.
- Maintains current inventory of all office supplies/materials and preserves a current list of needed items for periodic submission to the immediate supervisor. Maintains subdivision and plat files.
- Assists in the maintenance of accurate personnel files and records for each employee in the Department particularly as it relates to time records, payroll, absences, vacation and sick leave accruals, etc.
- Any other duty or task assigned by the Planning Director or management/supervisory staff.

QUALIFICATIONS:

- Must possess either:
 1. An Associate's Degree from an accredited institution or comparable formal training and a minimum of 2-years' experience in business management, office assistant, or similar related fields; or
 2. A high-school diploma/GED and 4-years practical experience in the above mentioned fields.
- Must type a minimum of 30 wpm.

See also "OTHER REQUIREMENTS/INFORMATION" and "PHYSICAL REQUIREMENTS" below.

SKILLS, KNOWLEDGE AND ABILITIES:

- Must be able to communicate in English and Spanish.
- Applicants should have exceptional public relations skills and possess proficient communication skills to adequately describe regulations or convey abstract ideas to the public.
- Must be proficient with office equipment (copiers, scanners, fax, 10-key calculator, etc.).
- Must have an advanced knowledge of Microsoft Office software (Word, Excel, Publisher, etc.).

PHYSICAL REQUIREMENTS:

- Must be able to lift/carry up to 25 lbs.
- Must possess the physical capabilities to reach, bend, squat, push, pull, and lift files, equipment, devices, storage boxes, and supplies.
- Must be able to sit or stand for long periods of time.

OTHER REQUIREMENTS/INFORMATION:

- This is a Civil Service position and therefore, subject to Civil Service Rules and Regulations in addition to all other Webb County Policies.
- Must possess a valid and current Texas Driver's License.
- Drug and Alcohol Policy applies to this position. Pre-employment drug and alcohol testing, motor vehicle record (MVR) and criminal background checks apply.
- Must have dependable transportation.
- Must be able to work extended hours (after 5:00 pm and week-ends) when needed to attend meetings, public hearings or meet project deadlines.
- Must be proficient with the department's network file structure and file tree within 1 month of employment.
- Within 2 months of employment, must be proficient in the use and operation of the county's AS-400 relating to payroll, purchasing, accounts receivable, budgetary and financial management, etc. for all department accounts.
- Within 2 months of employment, must obtain an enhanced-level of knowledge of the county's employment policies and procedures with particular emphasis on Civil Service Commission Rules, Personnel Policies, Drug and Alcohol Policies, and Wage and Hour laws.
- Within 3 months, must obtain an enhanced-level of knowledge of county and departmental policies and procedures relating to general operations, budgetary matters, payroll, inventory and asset management, financial administration, purchases, accounts payable, database and records management, inter-department and inter-governmental coordination, use of county-own property or facilities, etc.
- Subject to budgetary constraints, must obtain notary public license within 3 months of employment.

SUPERVISORY:

Immediate Supervisor for day-to-day operations is the supervisor in charge of administrative functions. This position is also under the direction of the Planning Director and all management/supervisory personnel. Unless otherwise notified, during any training period, supervisory responsibilities are also assigned to any personnel providing training.

ACKNOWLEDGEMENT:

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

Secretary

TITLE

Planning Director

TITLE

DATE

DATE