



JOB DESCRIPTION

TITLE: Administrative Secretary

REVISED: June 2017

GENERAL PURPOSE: Performs a variety of clerical functions and provides administrative support to the Executive Director and Accountant.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Answers and directs incoming calls to appropriate individuals; takes messages as required.
- Responds to inquiries and provides assistance to customers and the general public.
- Processes and issues Arborist Licenses; collects and maintains licensing fees.
- Prepares correspondence, calls for bids, brochures, advertisements, notices for publication, and/or other types of documentation.
- Compiles and prepares meeting agendas and materials for all District departments.
- Organizes and books travel and hotel arrangements for District personnel and/or departments.
- Administers, updates, and maintains the District's park website.
- Performs wedding and run reservations for individuals and organizations.
- Purchases office supplies and assists in maintaining supply inventories.
- Maintains departmental files, records, documentation, and office equipment.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent, AND three years administrative experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid North Dakota Driver's License.
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Required Knowledge of:

- General office practices and equipment.
- Standard computer software applications.
- Basic accounting and bookkeeping principles.
- Processes for maintaining websites.
- Customer service standards and protocol.

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Required Skill in:

- Coordinating and performing a variety of administrative functions.
- Preparing correspondence, notices, brochures, advertisements, summaries, and reports.
- Balancing revenue received, preparing bank deposits, and performing accounts receivable functions.
- Maintaining websites and departmental files, records, supply inventories, and office equipment.
- Answering incoming calls and providing customer service to the public.

Work Environment:

- Work is performed in a standard office environment.