

# WINNEBAGO COUNTY JOB DESCRIPTION

**BARGAINING  
UNIT**

**STEP AND GRADE:  
6E**

**DATE LAST PRINTED:  
January 28, 2002**

**JOB TITLE: EXECUTIVE SECRETARY**

## **SUMMARY OF RESPONSIBILITIES:**

Under general direction, performs highly responsible administrative and secretarial duties of a specialized nature; supervises a clerical staff engaged in performing a variety of complex support functions; functions independently within the framework of organizational policies exercising initiative and independent judgment

## **ILLUSTRATIVE EXAMPLES OF WORK:**

1. Plans, directs, coordinates and reviews, through subordinate supervisors, the activities of a staff of varied and extensive processing and service units engaged in clerical and related office activities; directs and assists as needed.
2. Directs a staff in the establishment and maintenance of a complex file system of pertinent records and information, and in the procedural functions involved in the processing of claims, requisitions, and vouchers; develops and recommends new and revised program policies which affect or relate to operations and/or services directed; advises in personnel and budgetary needs; devises and installs new and revised procedure manuals and techniques necessary.
3. Advises and instructs clerical personnel in procedures affecting preparation of correspondence and confers with various department heads regarding the development and implementation of new and revised procedures.
4. May assist in the conducting of studies and the investigation of problems affecting operations; prepares comprehensive reports of findings, analyzes facts and recommends constructive changes in operation of programs or policies.
5. Plans and directs in-service training of clerical employees; analyzes work load, develops production standards, establishes priorities and deadlines for work projects; initiates and implements new methods and techniques for greater operational efficiency.
6. Attends and participates in various meetings to keep informed of proposed changes in current policies and legislative activities; gathers background data to assist supervisor in the making of decisions and preparation of speeches and/or reports.
7. Performs other duties as assigned or required.

## **POSITION REQUIREMENTS:**

### **Experience**

-Requires four years of secretarial experience including the taking and transcribing of dictation and/or use of a dictaphone.

## **Abilities**

- Requires a thorough knowledge of business English, clerical methods and techniques and principles and practices of office management.
- Requires extensive knowledge of procedural operations and functions and policies of the organization concerned with rules and regulations as related to department usage.
- Requires extensive knowledge of bookkeeping principles and practices.
- Requires ability to exercise responsible judgement in making important decisions in accordance with departmental policy.
- Requires ability to originate, develops and implement clerical and office procedures from general policies.
- Requires ability to manage, plan, assign and supervise the work of a staff engaged in a variety of functions.
- Requires ability to effectively communicate in written and oral form.
- Requires ability to type accurately at a speed of at least 40 W.P.M.