



Posting Open:
05/07/2019

Posting Closed:
05/16/2019

DEPARTMENT:
Court Services

JOB TITLE:
Administrative Secretary

UNION:
AFSCME 2025A

JOB CLASSIFICATIONS:
See Attachment

STARTING SALARY:
\$15.22/hour
40 hours per week

INTERNAL APPLICANTS ONLY

Please submit resume and completed application to:

Rock Island County
Court Services
2116 25th Avenue
Rock Island, IL 61201

ROCK ISLAND COUNTY

**CLASSIFICATION SPECIFICATION
GRADE 17**

TITLE: ADMINISTRATIVE SECRETARY

Characteristics of the Class: Under general supervision performs varied stenographic, secretarial and clerical assignments. Position requires independent judgment in the performance of clerical tasks and the ability to learn new tasks and equipment by training on the job. The employee receives continuing or individual assignments by the supervisor generally indicating work to be done, limitations, quality and quantity expected, deadlines and priority of assignments.

Examples of Essential Functions:

Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.

Researches, assembles, prepares, composes, types, copies, and proofreads a variety of documents including special reports, legal reports, correspondence, applications, memoranda and forms.

Acts as secretary and/or aide to a supervisor of a designated operating unit; transcribes meeting minutes and dictation. Manages unit operations on a routine basis maintaining schedules, logs and appointment calendars.

Performs standardized filing, bookkeeping and record keeping procedures for departmental and/or employee reports. Answers telephone inquires and directs incoming telephone calls.

Carries out general clerical duties, greets the public and provides information requiring knowledge of departmental policies and procedures; issues licenses, certificates, or other department related documents; collects monies and issues receipts.

Performs other related duties as assigned.

Minimum Requirements:

A. Training and Experience

High school diploma, GED or other certificate of competency supplemented by one year of responsible clerical and secretarial work; or any equivalent combination of training and experience which provides the required knowledge, abilities and skills.

B. Knowledge, Abilities and Skills

Knowledge of Business English, and technical terminology utilized in designated areas.

Knowledge of modern office practices and procedures.

Ability to follow complex oral and written instructions.

Ability to carry out general office and clerical procedures.

Ability to operate modern office equipment: telephone, copier, calculator, dictaphone, typewriter and computer terminals.

Skill in typing with reasonable speed and accuracy as departmental needs dictate, with a minimum ability of 55 words per minute.

Skill in transcribing notes, dictation or minutes with reasonable speed and accuracy.

Physical Requirements: Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Environmental Requirements: Task is regularly performed without exposure to adverse environmental conditions.

Sensory Requirements: Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires depth perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.