

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CONFIDENTIAL SECRETARY - COMMISSION  
CLASS CODE: 6000

FLSA STATUS: NON-EXEMPT

EFFECTIVE DATE: AMENDED 03/18/2008 (REVISED 01/16/2007 VERSION)  
DEPARTMENT: COMMISSION

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### **JOB SUMMARY**

Performs secretarial, clerical, receptionist, and other office duties under general supervision.

### **CLASS CHARACTERISTICS**

Incumbents serving in this classification are appointed by, and support, the Commission.

### **ESSENTIAL FUNCTIONS**

Greets visitors, answers telephones, provides information requiring knowledge of County and department policies and procedures, handles complaints appropriately, and refers concerns to appropriate persons.

Collects, organizes, and prepares data for a variety of forms, reports, records, and applications, and obtains signatures as necessary.

Establishes and maintains filing systems, controls records, and indexes.

Schedules and makes arrangements for calendar appointments, conferences, reservations, and meetings.

Composes a variety of correspondence, documents, and reports.

Takes and transcribes dictation and minutes of various meetings as requested.

Retains articles from daily newspapers and updates reference material scrapbooks.

Types letters, reports, statements, memorandums, press releases, and other materials from copy, rough draft, and other sources.

Receives, distributes, and prioritizes incoming mail.

Maintains inventories and orders supplies and materials.

Assists others in regular duties and special projects as assigned.

Coordinates activities with businesses, other governmental entities, or citizens.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Skill in reading, writing, and basic math; Ability to maintain cooperative relationships with those contacted in the course of work activities; Skill in word processing and basic computer applications; Knowledge of modern office practices and procedures; Ability to perform basic bookkeeping; Ability to communicate verbally and in writing; Ability to maintain records, files, and reports; and Skill in document composition.

### **PHYSICAL DEMANDS**

Typically sit at a desk or table; Occasionally walk, stand, or stoop; and Occasionally lift, carry, push, pull or otherwise move objects weighing up to 25 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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### **WORKING CONDITIONS**

Work is performed in an office, library, computer room, or other environmentally controlled room.

### **EDUCATION AND EXPERIENCE (RECOMMENDED)**

High school diploma or equivalent and three years of general clerical support work experience; preference may be given to applicants who pass a typing test at or above the rate of 40 WPM net.

Selected applicants may be subject to a background check.

### **LICENSING AND CERTIFICATION**

Incumbent(s) may be required to possess a valid State of Utah driver's license and obtain a State of Utah Certificate of Authority of Notary Public.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.