

Champaign County Job Description

Job Title: Senior Executive Secretary

Department: Circuit Clerk

Reports To: Circuit Clerk

FLSA Status: Exempt

Employment Status: Non-Bargaining

Pay Grade: I

Prepared Date: July 2023

Summary

Performs responsible and confidential administrative and secretarial duties for the Department Head and Chief Deputy.

Essential Duties and Responsibilities

Includes the following. Other duties may be assigned.

- Assists and acts in a confidential capacity to the Department Head involving department operations including matters regarding the formulation, determination, and effectuation of the management policies of the department regarding labor relations.
- Performs administrative duties including typing and/or word processing all correspondence, reports, and memoranda emanating from the Department Head.
 - Receives and screens visitors, telephone calls, and correspondence directed to the Department Head.
 - Attends meetings as the departmental representative and takes/transcribes notes on proceedings.
 - May make travel arrangements for the Department Head.
- Assists in departmental budget preparation by gathering data required for budget projections, performing routine mathematical calculations such as percentages and types the budget document, and maintains records of subsequent budgetary expenditures.
- Performs purchasing tasks for the department by contacting vendors, preparing and typing requisitions, approving invoices for payment, and maintaining records of purchases.
- Performs personnel tasks for the department such as:
 - Maintaining personnel files.

- Maintaining payroll records and time sheets.
- Preparing advertising copy for recruitment of new staff.
- Scheduling and interviewing candidates for certain positions and contacting representatives of employment and temporary services agencies.
- May schedule and attend confidential performance appraisal meetings and take minutes.
- May perform accounts payable duties for the department including preparation of vouchers and application of expenditures to appropriate account.
- Prepares special and recurring reports for County and/or State by gathering data from various sources and typing information in appropriate report format.
- Answers general inquiries from the public and other County staff regarding departmental policies, practices, and procedures.
- May review, record, and deposit checks and other payments received by the department.
- Maintains a variety of logs and files related to budgets, accounts payable, purchasing, and payroll for the department.
- Assists in the procurement of grants and monitors grant awards.
- May exercise administrative supervision over staff by coordinating work assignments.
 - Schedules use of conference room space for use by County staff, vendors, and union meetings.
- May assist with the configuration and maintenance of staff PCs and scanning stations.
- May monitor security camera foots and export footage for use in the investigation by law enforcement, the State's Attorney's Office, or the Public Defender's Office.
- May prepare quarterly reports to the Administrative Office of the Illinois Courts.
- May prepare reports required for awarded grants and audits receipt/expenditure of grant or contract funds.
- Works independently on continuing assignments or projects.

Supervisory Responsibilities

- May direct one (1) to five (5) clerical employees by coordinating work assignments but has limited supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

- Graduation from a two (2) year program with some word processing and personal computer training supplemented with five (5) years of responsible secretarial experience.
- Good knowledge of County government operations and specifically the Circuit Clerk's Office.
- Typing seventy (70) words per minute error free.
- Requires skill in transcribing or taking notes of minutes of meetings.
- An acceptable combination of education and experience.

Language Skills

- Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with the public and employees of the organization.
- Requires good knowledge of the English language.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Draw and interpret bar graphs.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in writing, oral, or diagram form.

Certificates, Licenses, Registrations

- As required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to:

- Sit.
- Use hands to finger, handle, or feel.
- Talk.
- Hear.

While performing the duties of this job, the employee is occasionally required to:

- Stand.
- Walk.
- Lift and/or move up to twenty-five (25) pounds.

Specific vision abilities required by this job include:

- Close vision.
- Distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

- Normal office conditions.
- The noise level in the work environment is usually quiet to moderate.

Notice

This document contains wording of a description of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered essential functions to a particular job or position with this job class. "Essential functions" are to be determined at the position of job level within each department.