

SECRETARY TO THE PUBLIC HEALTH DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is a position of special trust and confidence requiring the frequent exchange of sensitive information arising out of the office and administration of the Public Health Director. The incumbent is required to perform highly complex clerical duties in an independent capacity without close supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs office work requiring considerable judgement in carrying out the established policies, procedures, rules and regulations relating to the work of the Public Health Director;

Maintains a complete and accurate file on the history of the department;

Handles and screens all incoming phone calls and provides information;

Maintains an electronic calendar schedule for the Public Health Director with excellent knowledge of Microsoft Outlook;

Assists in the preparation of the Annual Report;

Ability to create databases and reports, Excel spreadsheets, flow charts and organizational charts;

Ability to operate typewriter, copy machine, fax machines and other office machines as necessary;

Knowledge of computers and related software package to assist department staff as needed;

Performs special projects per the Public Health Director when needed;

Prepares travel requests, County voucher and maintains requests for Public Health Director;

Maintains good public relations;

Handles department complaints, suggests solutions to problems and conducts correspondence;

Distributes interoffice mail and postal mail daily;

Prepares department board letters;

Assist Environmental Health Director as needed;

Flexibility in work schedule for department issues or meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Knowledge of shorthand and use of dictating equipment, but not necessary; maintain a administrative clerical aptitude; mental alertness; neatness; tact and courtesy; excellent typing skills; filing; office terminology, procedures and equipment; ability to understand and carry out complex oral and written directions; ability to prepare correspondence and reports; ability to deal effectively with the public; good judgement in solving complex administrative clerical problems; initiative and resourcefulness.

MINIMUM QUALIFICATIONS: Appointed on the basis of secretarial experience and other such qualifications as the Public Health Director may determine appropriate.