

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE UNLESS OTHERWISE NOTED BELOW*
APPROVED: MARCH 30, 2026

CONFIDENTIAL SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: The incumbent serves as the confidential secretary to the department head and provides clerical support to the department/office. Responsibilities include routine office functions such as scheduling appointments, answering phones, filing, opening and distributing mail, maintaining inventory, purchasing, and maintaining files, etc. When assigned, the incumbent assists with departmental payroll and with the collection of cash and check funds. This is important office support work involving the exercise of independent judgment in planning the details of the work. The incumbent works under direct supervision. Does related work as required

TYPICAL WORK ACTIVITIES:

1. Serves as confidential secretary to the department head;
2. Serves as receptionist for the department/office, taking messages, arranging appointments, and referring and receiving callers;
3. Receives, opens, date stamps and distributes mail;
4. Prepares and responds to departmental correspondence, composes letters, memos and required documents;
5. Maintains office inventory and purchases office supplies;
6. Inputs vouchers into a computerized accounts payable system and submits them to Audit Department for payment;
7. Arranges and maintains confidential and non-confidential files;
8. Assists the public with routine questions by phone, fax and email;
9. Prepares, compiles and types various lists, statistical reports and forms;
10. Maintains schedule and diary of work and appointments;
11. Attends required meetings and takes minutes;
12. Maintains records, compiles data, and prepares reports;
13. Collects, reconciles and tracks incoming cash and check funds when assigned;
14. Coordinates department payroll activities when assigned;
15. Utilizes a personal computer and common office software programs including word processing, spreadsheet and databases.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures, methods, and equipment; thorough knowledge of business arithmetic and English; good knowledge of modern office machines and the organization and functions of the office; good knowledge of legal terminology; working knowledge of state and local laws governing county functions; skill in preparing reports; skill in the use of a personal computer and modern office software; good organizational skills; skill in establishing priorities and gaining the cooperation of others; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to understand and follow complex oral and/or written instructions; ability to project a professional image; ability to establish and maintain effective working relationships; ability to establish priorities; ability to maintain confidentiality; ability to maintain files and prepare reports; ability to exercise good judgment; initiative and resourcefulness; tact and courtesy; integrity; neat professional appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. Graduation with a Bachelor's Degree; **OR**
2. Graduation with an Associate's Degree **and** two (2) years of full-time paid clerical experience which shall have involved maintaining computerized records in a database or spreadsheet application and preparing reports; **OR**
3. Four (4) years of full-time paid experience as described in #2 above.

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

***CONFIDENTIAL SECRETARY TO:**

Sheriff
Treasurer

***CLASSIFICATION:**

Exempt
Exempt