

Job Title: SENIOR SECRETARY Grade 6 - NE
Location: _____

Major Duties:

This position is capable of working independently with limited supervision. The work involves a wide range of secretarial responsibilities; demands a thorough understanding of district and state policies and procedures in addition to other duties assigned by the Chief Probation Officer and/or Office Manager. Perform related work as required.

Typical Examples of Work Performed: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned).

Compile and maintain records, including routine bookkeeping, and assume responsibility for accuracy and completeness.

Thorough knowledge of district functions and individual duties of the secretarial staff.

Active within the Probation system and serve on committees.

May design and implement data entry projects within the probation district under the direction of a designated supervisor.

Complete various required court forms.

Act as receptionist, answer telephone, and give routine information to the public.

May open, sort, and distribute mail.

Type letters, memoranda, and reports from dictation, rough draft or copy.

Perform various other clerical duties as directed by the Chief Probation Officer, ISP Coordinator, or designated supervisor.

Qualifications for the job:

Graduation from high school or its equivalent.

Must serve as a Secretary II for three (3) years.

Knowledge, skills and abilities required on the job:

Thorough knowledge of business English, spelling, punctuation, and arithmetic.

Working knowledge of all office machines.

Probation Senior Secretary (cont.):

Demonstrate ability to establish a good rapport with court personnel and other criminal justice agencies.

Demonstrate proficiency in all areas of secretarial work and be a resource person for other secretarial staff members.

Have extensive knowledge of all equipment, machines, office procedures, and ledger keeping.

Continued desire to grow professionally through formal education, seminars, training programs, etc.

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