

Uintah County

Job Description



Title:	Public Lands Secretary	Code:	415
Division:	Public Lands	Effective Date:	3/07
Department:	Commission	Last Revised:	3/07
FLSA Cat:	Non-Exempt	Pay Grade:	12

GENERAL PURPOSE

Performs a variety **secretarial, clerical and routine administrative support** needed to expedite the day to day functions of the county office of public lands.

SUPERVISION RECEIVED

Works under the general supervision of the Public Lands Specialist.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Acts as office receptionist; responds to walk-in public and responds to questions and concerns related to public lands issues and programs; refers technical questions to supervisor; answers telephone and assists general public providing information and specialized instructions.

Receives and opens daily mail; identifies various types of documents, applications and technical materials; makes determinations for appropriate processing; follows established policies and procedures for processing specific documents.

Apprises Public Lands committee members of scheduled events, meetings, etc.; assists in the organization and preparation of meeting materials, agenda, and packets.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience

A. Graduation from high school;

AND

B. Two (2) years of progressively responsible experience providing secretarial and or general administrative support, preferably in a public agency environment;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Some knowledge of various aspects of county government operations, i.e., legislative processes; inter-relationships between state, federal, and local agencies with common interest in public lands and related issues; technical writing; public relations.

Skill in the use of standard office equipment; composing technical and executive correspondence.

Ability to deal effectively with time sensitive materials and meet deadlines associated with the public lands operations; communicate effectively, verbally and in writing; develop effective working relationships with supervisor, fellow employees and the public.

3. Special Qualifications:

Must possess valid driver's license.

4. Work Environment:

Tasks typically require light physical activities associated with a sedentary work environment. Some muscular strain related to walking, standing, stooping, sitting, reaching, and light lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity required in the use of keyboard and other office equipment. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)