

# Uintah County

## Job Description



<b>Title:</b>	Secretary	<b>Code:</b>	429
<b>Division:</b>	Administration	<b>Effective Date:</b>	3/07
<b>Department:</b>	Weed Control	<b>Last Revised:</b>	4/09
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	14

### GENERAL PURPOSE

Performs **work level clerical and administrative support duties** as needed to expedite the day-to-day operations of the department and ensure timely control of noxious and invasive weeds within the county.

### SUPERVISION RECEIVED

Receives close to general supervision from the Weed Control Supervisor.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Receives and directs phone calls, visitors and mail for the Weed department; responds to routine requests for information regarding weed control; prepares and processes a variety of correspondence, reports and other documents; prepares and submits various reports, documentation and correspondence as required by local, state and federal agencies; provides secretarial support for department head and Weed Board; attends board meetings and takes minutes; performs general secretarial duties for department head; composes letters, updates policy manuals; maintains various filing systems; maintains current materials, MSDS sheets, labels, etc.

Performs ongoing customer service and public relations; meets with landowners to discuss and explain county weed control policies, practices and procedures; advises property owners regarding their responsibilities and options.

Collects and organizes data utilized in development of department budget; monitors fiscal activity to assure conformity with established budget; cooperates with county auditor in the performance of annual internal audit; reviews auditor monthly report to verify payment of claims; tracks grant activity and prepares utilization reports for granting agencies.

Maintains financial records; prepares deposits of money received from weed control operations and submits to county treasurer; prepares monthly reports of receipts and expenditures and submits them to the county auditor; performs bookkeeping; maintains general account ledgers showing current account status and balances; records expenditures and revenues; creates claims and invoices for spraying operations to land owners and various agencies; processes claim forms for accounts payable, deposits, payroll, etc.; confirms outstanding obligations and processes payments, issues receipts.

Operates personal computer; enters data and information related to various weed control projects or programs and daily work production; responds to requests for routine, information concerning weed control regulations and ordinances.

Orders, files and distributes departmental literature and information; maintains inventory of office and shop supplies; discards out-dated material; processes purchase orders as needed to acquire equipment, supplies and repairs.

Maintains employee records; prepares and processes personnel actions; and prepares and processes employee time sheets; monitors overtime and regular work hours; assures proper processing of payroll, annual internal audit; reviews auditor monthly report to verify payment of claims.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from a high school;

AND

B. Two (2) years of experience performing clerical and secretarial duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge of** various types of noxious and non-noxious weeds and methods used in controlling them; environmental and safety issues; applicable state and local laws and ordinances; general office procedures and methods, basic math, automated bookkeeping and accounting processes, English, spelling, grammar, and punctuation; various software applications utilized in work processing, telephone etiquette. **Some knowledge of** routine maintenance of vehicles, mechanical equipment and facilities, application procedures and methods, map reading, county geography; and the operation of personal computer related technical equipment.

**Ability to** work without immediate supervision; operate standard office equipment such as personal computer, copy machine, calculator, etc.; follow verbal and written instructions; perform clerical and secretarial work involving departmental operations; organize, develop, and maintain filing and other record keeping systems; perform under stress of time deadlines, frequent changes in programs and seasonal demands; establish and maintain effective working relations with fellow employees and the public.

3. Special Qualifications:

Must be able to type at the rate of 40 words per minute. Must maintain a valid Utah driver's license.

4. Work Environment:

Tasks require a variety of physical activities, some involving muscular strain, related to walking, standing, stooping, sitting, lifting and reaching. Vision and hearing are required for completion of essential function. Common eye, hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal and written instruction, emotional stability and discriminating thinking. Constant travel by vehicle within the County. Some daily aspects of the job pose threats or hazards capable of producing serious health problems.

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**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)