

County of Leelanau
Job Description

SECRETARY (PERMIT TECHNICIAN)

Supervised By: Elected Officials, Department Heads, and Higher Classified Supervisory Employees

FLSA Status: Non-Exempt

General Summary:

Under the supervision of an Elected Official, Department Head or higher classified supervisory employee, performs a variety of clerical/secretarial support tasks which require proficiency in typing, independent judgment, accuracy and organizational skills.

Essential Duties and Responsibilities:

An employee in this position may be called upon to perform any or all of the following essential functions. These examples **do not** include all of the duties which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

- Types correspondence, reports, budgets, forms, permits, records, and other materials.
- Processes various records, and organizes and maintains office files. Prepares reports or memoranda, compiling necessary data and exchanging information with a variety of sources.
- Receives, screens and routes telephone calls, and assists visitors by ascertaining needs, explaining departmental policies and procedures, initiating necessary paperwork, or referring them to appropriate staff.
- Schedules appointments for supervisor and other staff. Prepares itineraries and makes reservations.
- Sorts and distributes mail and other materials. Prepares materials for mailing. May maintain mailing lists, as needed.
- Issues permits, licenses and certificates after ensuring all governmental requirements are met. Provides assistance to persons who need help with their applications.
- Operates a computer to process data, produce spreadsheets and maintain records. Updates files as needed.
- Some positions in this classification may require the exposure or processing of sensitive or confidential material and information which would require discretion on the employee's part.

- Takes, transcribes and edits statements, reports and meeting minutes, often utilizing electronic recording equipment. Prepares meeting agendas, compiling necessary data for distribution.
- Prepares and processes documents resulting from board, commission or agency actions.
- Researches, plans, composes and/or distributes such written communications as informational letters, news releases, newsletters, statistical, monthly, quarterly and yearly reports, promotional materials, and meeting notices.
- May collect fees, prepares receipts, deposits money, and maintains financial records. Submits bills, vouchers, receipts, deposits and the like to appropriate offices, departments or agencies.
- Operates such office machinery as a computer, photocopier, automatic paper folding machine, adding machine, scanner, fax, and phone answering device.
- May schedule inspections or meetings for various boards and committees upon request or in accordance with the departmental calendar.
- May be involved in various special projects as assigned, handling related correspondence, maintaining records and serving as liaison for specific programs, assisting the public, providing related assistance and answering questions.
- Maintains an inventory of office supplies, forms and materials, ordering and/or picking up as needed.
- Performs any other related duties as assigned.

Employment Qualifications:

Education: Possession of a high school diploma or its equivalent with courses in typing, account keeping, office machine and/or computer operation and office procedures.

Experience: A minimum of two years of experience or the equivalent. Six month orientation period.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.