

## **Please Post**

June 29, 2015

### **NOTICE OF VACANCY**

TITLE: Secretary to Department Head

JOB STATUS: Full time 40 hours/week, Unclassified, Non Represented

LOCATION: One Spring Street, Newton, NJ

DEPARTMENT: Department of Human Services

DATE OF VACANCY: Immediate

SALARY RANGE: \$42,594 to \$65,181

CLOSING DATE FOR APPLICATIONS: July 9, 2015

TENTATIVE START DATE: to be determined

*Please see attached for General Summary, Job functions and Responsibilities, Education and Experience requirements.*

***RETURN COMPLETED APPLICATIONS TO*** (on Standard County Application Form)  
Office of Employee Services  
Sussex County Administrative Center  
One Spring Street  
Newton, NJ 07860

*Sussex County*  
**JOB DESCRIPTION**

**Secretary to Department Head**

REPORTS TO: Department Administrator

**General Summary:**

Assists the Department Administrator by completing various administrative and clerical functions; troubleshoots problems/issues; and supervises other clerical and related operations.

**Job Functions and Responsibilities:**

1. Ensures that the proper protocol and procedures are followed through by staff; carries out supervisory administrative and clerical responsibilities in accordance with policies, procedures including: planning, assigning and directing work; scheduling training and testing; addresses complaints, emergency situations and resolving problems. May deal with sensitive and confidential personnel issues.
2. Assist/prepare correspondence, resolutions, charts in accordance with standard policies; and processes routine and non-routing matters independently.
3. Assists the Department Administrator in the formulation of policies and procedures.
4. Assists in the development and preparation of proposed contracts, ordinances, forms and/or resolutions.
5. Processes financial information, including; reviewing invoices; entering information into computer system; paying bills; preparing and submitting payroll information.
6. Coordinates and schedules appointments, meetings, or reservations at the request of staff; prepares the location, photocopies materials and prepares agendas.
7. Receives and screens telephone calls and visitors; responds to inquiries/situations of a general or business nature.
8. Processes and reviews all incoming and outgoing mail; reviews, copies and distributes mail.
9. Ensures that items forwarded to the director for approval and/or signature are signed and returned to appropriate parties.
10. Establishes and maintains records and filing systems.
11. Prepares complex, routine and non-routine reports utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decisions, policies and instructions.

"Equal Opportunity Employer"

Initials:  
Date:

*Sussex County*  
**JOB DESCRIPTION**

12. Takes policy, service and information requests relating to County activities and refers to proper staff for processing and providing information; updates and maintains service and information requests through complex record keeping; performs reference and statistical work on computers; maintains and files confidential and other specialized reports.
13. Relieves officials of routine administrative details such as checking operating reports for accuracy and conformance to policies and standards; monitoring and communicating divisional policies and procedures; and updating publications for final approval.

**Education and Experience:**

High School diploma with secretarial training or GED/technical training in office, secretarial and clerical functions including the use of computers, typewriters and recording equipment; and/or graduation from business/secretarial school; ability to excel at typing; experience with Microsoft outlook and other software programs.

Five (5) years of progressively responsible related experience.