

OCCUPATIONAL LABOR CATEGORIES

Under Contract #1069520

ATHENA Consulting, LLC

1. Executive Secretary/Administrative Assistant

Positions in this category provide advanced level administrative assistant support to elected officials, managers, and department directors. Duties include managing calendars; receiving and screening telephone calls; managing the organization's correspondence control system, including reviewing, tracking and/or drafting correspondence; arranging and coordinating high-profile events, meetings, conferences, etc.; acting as the liaison between the County and his/her key staff, other government employees, outside organizations, and the public; etc. Extensive secretarial experience is required, including executive level secretarial experience and experience with assignment-specific word processing and/or spreadsheet software.

2. Secretary/Legal Secretary

Positions in this category provide secretarial support for a major program or specialized function within the County. Positions carry out varied and extensive office and administrative support services, including providing phone and visitor reception for a unit/section; receiving and screening mail; maintaining unit calendars and schedules; compiling data for financial, statistical, operational or other reports; monitoring and recording expenditures and maintaining fiscal records; preparing official documents such as reports, legislation, regulations, contracts, legal documents, memoranda, etc. using word processing and other software; setting up and maintaining files; processing administrative transactions; etc. Legal Secretarial positions provide support to a team of attorneys and require specialized knowledge of legal documents and processes in order to type and prepare a variety of documents, take and transcribe dictation, research files and records, etc. Considerable experience is required, including experience with assignment-specific word processing and/or spreadsheet software.

3. Office Worker

These positions provide general clerical support in an office environment. Work is supervised by higher level clerical/administrative employees. Duties include receiving visitors; answering telephones; providing information to the general public; receiving, sorting, and distributing incoming mail and other correspondence; preparing typed or word processed documents; sorting and filing materials; operating computers, fax machines, photocopiers, calculators, telephones, scanners, printers, and other common office equipment; and other general office work. At least one year of responsible clerical experience and/or training are required.