



## TAPS Labor Categories

### 1. Executive Secretary/Administrative Assistant

Positions provide advanced level administrative assistant support to elected officials, managers, and department directors. Duties include: 1) managing calendars 2) receiving and screening telephone calls 3) managing the organization's correspondence control system, including reviewing, tracking and/or drafting correspondence 4) arranging and coordinating high-profile events, meetings, conferences, etc. 5) acting as the liaison between the County and their key staff, other government employees, outside organizations, and the public; 6) updating and maintaining databases, etc. Extensive secretarial experience is required, including executive level secretarial experience and experience with assignment-specific computer and/or spreadsheet software/programs/systems.

### 2. Secretary

Positions provide secretarial support for a major program or specialized function within the County. Duties may be varied but fall under extensive office and administrative support services, including: 1) providing phone support and visitor reception for a unit/section 2) receiving and screening mail 3) maintaining unit calendars and schedules 4) compiling data for financial, statistical, operational or other reports; monitoring and recording expenditures and maintaining fiscal records 5) preparing official documents such as reports, legislation, regulations, contracts, legal documents, memoranda, etc. using word processing and other software 6) setting up and maintaining files 7) processing administrative transactions 8) reviewing files and records to answer requests for information 9) monitoring and ordering inventory of office supplies 10) handling inquiries and incoming work requests; 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. Legal Assistant

Positions directly support lawyers and work with other legal staff, such as legal secretaries or file clerks. Candidates should have computer and technical knowledge as well as strong analytical, communication and organizational skills. Duties include: 1) assisting lawyers in preparing for transactional closings, depositions, hearings, trials and conferences 2) completing administrative tasks, including working on individual cases or transactions 3) investigating the factual evidence of a transaction or case and preparing exhibits, charts and diagrams to display information 4) drafting legal court documents, such as pleadings, motions, affidavits and subpoenas, transactional documents, such as trusts, wills, contracts and real estate leases, and closing documents 5) conducting routine discovery, obtaining due diligence materials such as corporate certificates of good standing, real estate and title information, and securities filings 6) organizing and tracking files for important transactions or case documents, including pleadings and voluminous discovery documents 7) creating and maintaining a case-management database. High School diploma and 2-4 years of experience as an office support involving the legal processes is required.

### 4. Accounting Clerk

Positions provide work related to: 1) processing invoices, purchase orders 2) assisting in month-end-reporting procedures, claims coding and submissions 3) researching invoice errors and preparing journal entries, and invoice reconciliation 4) performing other related clerical tasks. A High School diploma and 2-4 years of experience as an office support focusing on financial activities including the processing of invoices and maintenance of financial data is required.

### 5. Government Associate/Intern

Positions may include a variety of duties and responsibilities related to the diverse functions of various County departments and agencies. This allows an individual to obtain meaningful on the job training, skills, knowledge, and expertise. Duties may include a myriad of administrative and entry-level professional work in any County department. No experience is needed for this position. Depending on assignment, a high school diploma or some College credits may be required.

## **6. Customer Service/Communications Agent**

Positions provide assistance to the general public: 1) receiving and processing non-emergency telephone calls and requests 2) triaging and referring requests to appropriate resources. Employees work in a high-volume communication environment and must possess ability to use multi-button telephone, personal computer, photocopier, TTY machine, and other office automation equipment appropriate to the requirements of the position. High School diploma and 1-year of experience as an office support is required.

## **7. Office Worker**

These positions provide general clerical support in an office environment. Work is supervised by higher level clerical/administrative employees. Duties include: 1)receiving visitors 2) answering and directing phone calls 3) providing information to the general public 4) receiving, sorting, and distributing incoming mail and other correspondence 5) typing correspondence and documents 6) sorting and filing materials 7) operating computers, fax machines, photocopiers, calculators, telephones, scanners, printers, and other common office equipment 8)data entry, 9) working with multiple computer systems, programs and platforms 10) looking up information in databases for projects or activities responding to 311 calls in Siebel (MC311) for department. 11) handling inquiries and incoming work requests, 12) maintaining filing systems, etc. At least one year of responsible clerical experience and/or training are required, including some experience or training with assignment-specific computer software/programs/systems.

## **8. Executive Administrative Associate I**

Positions provide senior level executive administrative support to elected officials, managers, and department directors for a major program or specialized function within the County. Duties may be varied but fall under extensive executive office and administrative support services, including: 1) managing department calendars and/or county executive/directors schedules. 2) managing the organization's correspondences and communication systems, including reviewing, tracking and/or drafting executive level correspondence. 3) acting as the executive liaison between the County and their key staff, other government employees, outside organizations, and the general public. Considerable experience is required, including professional etiquette and advanced written and oral communication skills. 4) preparing official documents such as reports, legislation, regulations, contracts, legal documents, and memoranda using Microsoft Office and other software. 5) handling inquiries and incoming work requests; Considerable experience is required, including advanced experience with Microsoft Office Suite – Word, Excel, Outlook, and PowerPoint. 6) updating and maintaining county databases, compiling data for financial, statistical, operational or other reports; monitoring and recording expenditures and maintaining fiscal records. 7) organizing and managing high-profile events, meetings, conferences, etc. 8) receiving visitors and screening incoming telephone calls. 9) receiving/screening incoming mail and processing of outbound parcels. 10) setting up and maintaining department files. 11) reviewing files and department records to answer requests for information. 12) processing administrative transactions and other specialized duties as needed. High School diploma and 2-4 years of extensive administrative experience is required, including executive level secretarial and/or senior administrative support experience.

## **9. Executive Administrative Associate II**

Positions provide advanced senior level II executive administrative support to elected officials, managers, and department directors for a major program or specialized function within the County. Duties may be varied but fall under extensive executive office and advanced administrative support services, including: 1) managing department calendars and/or county executive/directors schedules. 2) managing the organization's correspondences and communication systems, including reviewing, tracking and/or drafting executive level correspondence. 3) acting as the executive liaison between the County and their key staff, other government employees, outside organizations, and the general public. Considerable experience is required, including professional etiquette and advanced written and oral communication skills. 4) preparing official documents such as reports, legislation, regulations, contracts, legal documents, and memoranda using Microsoft Office and other software. 5) handling inquiries and incoming work requests; Considerable experience is required, including advanced experience with Microsoft Office Suite – Word, Excel, Outlook, and PowerPoint. 6) updating and maintaining county databases, compiling data for financial, statistical, operational or other reports; monitoring and recording expenditures and maintaining fiscal records. 7) organizing and managing high-profile events, meetings, conferences, etc. 8) receiving visitors and screening incoming telephone calls. 9) receiving/screening incoming mail and processing of outbound parcels. 10) setting up and maintaining department files. 11) reviewing files and department records to answer requests for information. 12) conducting research and provide analysis for specific tasks. 13) processing advanced administrative transactions and other specialized duties as needed. High School diploma and 3-5 years of extensive administrative experience is required, including executive level secretarial and/or advanced senior administrative support experience.