



COUNTY OF LASSEN JOB DESCRIPTION

Class Title:	Administrative Secretary	CLASS CODE	
Department:	Various	UNIT	LCGU
Reports to:	Varies	FLSA Status	Non Exempt
Board Approval	Revised 8/2004	RANGE	15

JOB SUMMARY

Performs a variety of highly responsible and complex clerical, secretarial and administrative support duties for a department; and to assign and review the work of assigned clerical personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel.

May exercise technical and functional supervision over assigned clerical personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.)

Perform a wide variety of complex, responsible, and confidential secretarial and administrative support duties for management personnel.

Perform routine administrative projects for management personnel; research and compile background data; maintain records and files regarding department administrative activities.

Screen calls, visitors and mail; respond to moderately complex requests for information.

Interpret and explain County and department policies, rules, and regulations in response to inquiries; refer inquiries as appropriate.

Independently respond to letters and general correspondence not requiring the attention of management personnel.

Coordinate and make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences. Perform accounting functions related to ordering supplies, equipment and services.

May maintain time records; may maintain personnel files and records for management personnel.

Order and purchase supplies for the department.

Perform clerical duties related to department activities such as typing and filing.

Participate and assist in the administration of a department budget; prepare budget reports, compile annual budget requests, and recommend expenditure requests for designated accounts.

Research, compile, and analyze data for special projects and various reports.

Initiate and maintain a variety of files and records.

Assist in the support of a board or commission including preparing the agenda, assembling background materials, and typing minutes of meetings as assigned.

Plan, assign and review the work of assigned clerical personnel.



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Recommend organization or procedural changes affecting clerical activities.

Other duties may be assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible secretarial and clerical experience involving frequent public contact.

Training:

Equivalent to the completion of the twelfth grade.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

English usage, spelling, grammar, and punctuation.

Modern office methods, procedures, and computer equipment.

Business letter writing.

Basic bookkeeping procedures.

Pertinent County government organizations, functions, policies, rules and regulations.

Principles and practices of assigning and reviewing the work of others including conducting performance evaluations.

Ability to:

Understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities.

Communicate clearly and concisely, both orally and in writing.

Compose general correspondence and letters.

Interpret and apply administrative and departmental policies, laws, and rules.

Operate and use modern office equipment including personal computer as assigned.

Analyze situations carefully and adopt effective courses of action.

Plan, organize and schedule priorities in the office.

Compile and maintain complex and extensive records and prepare reports.

Establish and maintain effective working relationships with those contacted in the course of work.

Train and evaluate assigned clerical personnel.

Type accurately at a speed of 50 words per minute.



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Ability to work cooperatively with other employees.

Physical Demands and Working Conditions:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision or input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.



COUNTY OF LASSEN JOB DESCRIPTION

Class Title:	Account Technician I/II	CLASS CODE	GN12
Department:	Various	UNIT	LCGU
Reports to:	Various	FLSA Status	Non Exempt
Board Approval	Shannon 99/ Revised 1/2006, Revised 11/27/12, Revised 11/10/2015	RANGE	15/17

JOB SUMMARY

Under direction, employees in this class perform the sub-professional accounting work required in the maintenance of fiscal and statistical records; prepare or assist in the preparation of financial statements, documents, analyses and reports; maintain accounting records, reports and systems utilizing computer based accounting systems; and perform related work as required. May be responsible for directing other account or senior account clerks.

Employees within this class are distinguished from the Account Clerk series by the performance of work requiring use of accounting and finance. Incumbents are characterized by responsibility for maintaining a full spectrum of records for a program or a specialized type of record-keeping needing advanced skills. Employees at this level receive only occasional instruction or assistance.

Employees within this class are distinguished from the Administrative Assistant/Fiscal Officer position in that they do not perform supervision of subordinate staff and do not have full fiscal programmatic and/or budget responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel.

May exercise technical and functional supervision over accounting clerical and/or general clerical personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Perform the maintenance of journals and subsidiary ledgers, general ledgers, tax billing, accounts receivable, payable, and/or similar accounting records.

Perform bookkeeping, finance, or record-keeping work.

Prepare and maintain financial spreadsheets on a personal computer for ledgers, trusts and statistical records; prepare reports from spreadsheets summarizing information and financial records.

Classify receipts and expenditures and record them to the appropriate accounts, funds, trusts, etc.; reconcile ledgers and accounts.

Audit documents received from County departments; provide technical information and support to operating departments and outside agencies related to areas of assignment.

Balance and post cash receipts, payments and registers; and balance various other statistical and financial transactions with source documents and controls.

Perform tax default processing and collections as may be required within the Department.



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Compile statistical data and prepare reports or summaries for submission to other departments in the County or outside agencies.

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Any combination of experience and education that will meet the requirements of the job. A suggested way to meet the requirement is:

Experience:

Two years of responsible experience performing duties similar to a Senior Account Clerk with Lassen County.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level coursework in accounting or a related field.

Account Technician II: Two years' experience equivalent to Account Technician I and recommendation of the Department Head.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and procedures of governmental bookkeeping and accounting.

The application and operation of common word processing and spreadsheet software used on personal computers.

Modern office procedures, practices, systems and equipment as applied to accounting and record-keeping operations.

Laws, ordinances, rules and regulations affecting accounting and assigned areas of responsibility in Lassen County.

Ability to:

Perform advanced journey level accounting clerical work such as accounts payable, accounts receivable, and/or tax collection.

Make mathematical computations rapidly and accurately.

Operate a variety of office machines and computer equipment, including computer based spreadsheet and accounting systems.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Ability to work cooperatively with other employees.



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