

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

BULLETIN C

POST DATE: February 2, 2018

APPLICATION DEADLINE DATE: February 8, 2018

Applications to be filed with Human Resources Department – Court House Annex.

POSITION: Administrative Secretary

DEPARTMENT: Tax Claim

RATE OF PAY: \$ 12.79 per hour

HOURS WORKED: 8:30 – 4:30

OVERALL OBJECTIVE OF JOB: To perform detailed and complex secretarial and administrative duties.

QUALIFICATIONS: High school diploma or equivalent, plus additional business training, including computers and accounting. 2-3 years working experience within a high level secretarial position; some experience in math and computer background preferred.

ESSENTIAL FUNCTIONS OF JOB:

1. Assists in collecting payments and issues computer receipts.
2. Processes refunds.
3. Operates computer, typewriter, copy machine and other office equipment as needed.
4. Answers questions from general public and county departments regarding bureau operations and tax sales.
5. Answers phones and assists taxpayers as needed, and directs calls to appropriate individuals and/or departments.
6. Greets and assists general public by taking or providing information and directing individuals to proper office locations.
7. Maintains an effective filing system.
8. Types and prepares notices for processing and/or mailing. Sorts and files correspondence and departmental documents.
9. Maintains inventory list and ensures adequate supplies are in stock.
10. Operates computer to maintain and update computer files and delinquent tax records in accordance with policies, procedures and guidelines.
11. Assists in all clerical duties related to scheduled sales.
12. Reviews Recorder of Deeds and Assessment Data to ensure accuracy of Departmental records.
13. Enters Tax Lien Records from Tax Collectors into computer software and reviews records for accuracy.
14. Processes and receipts Tax Lien Certificates; including sending monthly statements.
15. Compiles information and maintains lists and data base on all tax sales files.
16. Processes and maintains a list of all returned Certified Mail for each individual file.
17. Processes and completes all Repository transactions and sales.
18. Compiles information and prepares deeds for all Tax Sales.
19. Processes vouchers, verifies expense reports, or other documents and reports as required within department.
20. Assist Director in archiving records in a timely manner.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language and to follow oral and written instructions.
2. Must possess effective oral and written communication skills.
3. Must possess initiative and problem solving skills.
4. Must possess ability to function independently on complex clerical tasks, have flexibility and personal integrity and the ability to work effectively with clients, co-workers and others.
5. Must possess ability to maintain confidentiality in regard to client information and records.
6. Must possess the technical knowledge of operating personal computers and other office equipment.
7. Must possess the ability to make independent decisions when circumstances warrant such action.
8. Must possess ability to perform a variety of secretarial and administrative practices and procedures.
9. Must possess ability to establish and maintain filing system.
10. Must possess ability to compose replies to routine correspondence.
11. Must possess some knowledge of accounting and ability to perform math calculations and to complete required reports.
12. Must possess excellent organizational skills.
13. Must possess ability to learn and apply County personnel policies and procedures.
14. Must possess mental alertness, clerical and math aptitude and a general knowledge of business, English and grammar and the ability to perform these skills with accuracy and within reasonable speed.

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION
BULLETIN C
POSITION: Administrative Secretary**

Page 2

WORKING CONDITIONS:

1. Works indoors in adequate work space with adequate temperatures, ventilation and lighting.
2. Works with average indoor exposure to noise and stress, but subject to frequent disruptions.
3. Normal indoor exposure to dust/dirt.

PHYSICAL REQUIREMENTS:

1. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, twisting and occasional reaching, bending, carrying and pushing necessary to carry out duties of job.
2. Dexterity requirements range from precise movements of fingers/hands for computer work and typing, to simple movements of feet/legs and coordinated movements of torso necessary to carry out duties of job.
3. Light work, with occasional lifting/carrying of objects (i.e., office supplies, boxes, etc.) with a maximum weight of twenty pounds.
4. Must demonstrate emotional stability.
5. Must be able to cope with the physical and mental stress of the position.
6. Must be able to pay close attention to details and concentrate on work.
7. Must possess ability to record, convey and present information, explain procedures and follow instructions.

AN EQUAL OPPORTUNITY EMPLOYER