

**OGEMAW COUNTY  
JOB DESCRIPTION**

**ADMINISTRATIVE SECRETARY**

**General Summary**

Under the supervision of the County Administrator, this position provides a variety of secretarial support services, including typing correspondence, reports, and other documents, preparing agendas and taking minutes at various meetings, coordinating large mailings, answering telephones, and maintaining office filing systems.

**Essential Functions**

1. Prepares agendas for Board of Commissioners meetings upon direction based on input from administrators, department heads, elected officials, commissioners, correspondence received, and issues and projects in progress. Assembles support documents for meetings, makes copies, and distributes to parties.
2. Formats and types correspondence, reports, budget documents, legal and public notices, spreadsheets and other documents for the County Administrator and Board of Commissioners. Prints special resolutions as assigned.
3. Answers telephones and routes calls to appropriate County offices, and receives and screens visitors. Researches issues by calling other counties or agencies, and collecting and compiling information.
4. Assists in maintaining office filing systems and providing other general clerical support.
5. Assists in planning and coordinating special events undertaken by the Board.
6. May attend meetings, take minutes of various meetings upon request, and transcribes meetings from tape as assigned or in absence of other support staff.
7. Performs a variety of accounting related functions such as preparing vouchers for payment, entering data, and preparing purchase orders.
8. Sends out mass mailing to commissioners, elected officials, local units, news media, and community organizations.
9. Gathers information for conferences, meetings, and agendas and attends meetings and seminars.

### **Other Functions**

The above functions are intended to describe the essential functions and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so qualified.

### **Employment Qualifications**

**Education:** High school graduation or equivalent with some advanced coursework in secretarial, accounting/ bookkeeping, data processing, and related fields.

**Experience:** One year of secretarial or related administrative experience.

### **Other Requirements**

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

### **Physical Requirements**

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

1. Ability to enter and retrieve information from computer.
2. Ability to file and retrieve files and documents.

### **Working Conditions**

Works in office conditions. May include exposure to individuals incarcerated for a variety of criminal offenses.

FLSA Non-Exempt  
Subject to Ogemaw County Managerial and  
Confidential Employee Personnel Manual  
Approved on October 28, 2021  
Resolution 21-141