



JOB DESCRIPTION

Bedford County
Bedford, PA

Job Title: Secretary

Reports to: Director of Probation and Parole Services

Status: Full-time

Pay Scale/Grade/Salary: Approved by Salary Board

JOB SUMMARY:

This classification is distinguished from Clerk Typist by the more difficult and varied assignments which include responsibility for supervising a group of clerical activities to which assigned. This classification is characterized by the independence of action in the disposition of routine problems.

GENERAL STATEMENT OF DUTIES:

Supervises and leads in varied and difficult clerical tasks or directs subordinate clerical staff with record keeping and other functions of the office along with the responsibility of related work as assigned by the Director of Probation and Parole Services.

ESSENTIAL FUNCTIONS OF THE JOB: (Illustrative Only)

- Schedules and assigns tasks to subordinate clerks and reviews their work for accuracy and completeness;
- Supervised the collection of statistical data from a variety of sources;
- Prepares regular monthly, quarterly and annual financial reports;
- Collects payment from client;
- Prepares receipts for all payments;
- Responsible for preparing daily deposits;
- Responsible for checking account transactions;
- Prepares distributions from checking accounts;
- Responsible for data entry into AOPC computer system;
- Establish cross reference filing system and responsible for continuation of same;
- Ability to operate standard office machines and appliances incidental to clerical assignments;
- Records and makes necessary entries on documents;
- Prepares invoices to the clients and letters concerning delinquent payments;
- Reviews and proofreads preparation of documents;
- Trains subordinates in their duties;
- On occasion, will answer the telephone and wait on walk-ins; and
- Performs other related tasks as assigned by the Director of Probation and Parole Services.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of office terminology, procedures and equipment; Thorough knowledge of the English language and proofreading; Ability to follow complex oral and written directions; ability to maintain complex record keeping and prepare reports therefrom; Ability to plan and supervise the work of clerical employees; Ability to act with good judgment, tact and courtesy; Be in good physical condition; and Criminal history must be free of any felony and/or misdemeanor convictions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Extensive experience in secretarial work; Completion of standard high school curriculum, preferably supplemented by advanced courses in business practices, and attend a minimum of twenty (20) hours training annually.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act. Due to the nature of this work no light duty posts are available.

**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.*

By signing this I acknowledge that I can perform all of the essential functions and duties described in this job description

Received by: Signed: _____ Date: _____

Print name: _____

Revised: May 2023