



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Executive Secretary
DEPARTMENT.....: Housing & Human Services
DIVISION.....:
CLASSIFICATION/GRADE.....: Executive Secretary/107
REVISED.....: 04/2017
REPORTS TO.....: Housing and Human Services Director
REVIEWED.....: 04/2017
WAGES.....: Hourly

SUMMARY:

Under general supervision of the Housing and Human Services Director, performs a variety of complex, responsible, and confidential secretarial and administrative duties requiring a thorough knowledge of organizational procedures and precedents; supervises office clerical staff; provides clerical assistance to designated staff members, and performs related work as required. This position requires the ability to work independently, exercising judgment and initiative.

BASIC FUNCTIONS:

1. Screens visitors, telephone calls, and mail directed to the Housing & Human Services Director.
2. Independently responds to letters and general correspondence of a routine nature.
3. Responds to complaints and requests for information.
4. Relieves the Housing & Human Services Director of routine personnel, budget, payroll and purchasing duties.
5. Researches, complies, and analyzes data for special projects and prepares routine reports.
6. Maintains appointment schedules and calendars.
7. Makes travel arrangements and arranges meetings.
8. Assists in agenda preparation, gathers information and contact meeting participants.
9. Trains, supervises, assigns duties to, and evaluates subordinates.
10. Provides clerical assistance to designated staff members.
11. Performs all other responsibilities as assigned or deemed necessary by Supervisor.

OTHER REQUIREMENTS:

1. A high level of tact and integrity, due to frequency of high internal and external contacts and high degree of exposure to confidential information.
2. Good working knowledge of filing and other general office methods and practices.
3. Effective verbal and written communication skills.
4. Ability to type at 60-70 words per minute and demonstrate a good working knowledge of punctuation, spelling and composition.
5. Working knowledge of Microsoft office.
6. Utilization of personal computers, ability to learn new applications with limited assistance and keying in requisitions and purchase orders into the AS/400 mainframe when necessary.
7. Willingness to work amended or extra hours when necessary to support the Department's functions.

EDUCATION/EXPERIENCE:

1. High School diploma or GED plus six (6) years of secretarial/clerical experience.
 2. Demonstrated ability to utilize personal computer systems.
 3. Supplemental courses in secretarial, clerical and/or computer applications are desirable.
 4. Any combination of education and experience providing the required knowledge and skills is qualifying.
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