



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Executive Secretary
<b>DEPARTMENT.....:</b>	Public Works
<b>DIVISION.....:</b>	
<b>CLASSIFICATION/GRADE.....:</b>	Executive Secretary/107
<b>REVISED.....:</b>	08/2019
<b>REPORTS TO.....:</b>	Public Works Director
<b>REVIEWED.....:</b>	08/2019
<b>WAGES.....:</b>	Non-Exempt (Hourly)

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### **SUMMARY:**

Provides direct Administrative assistance/support to the Director of Public Works, along with the daily activities of six (6) Divisions, which includes Engineering, Fleet Maintenance, Government Buildings, Transit, Pollution Control and Public Works Operations (Road, Bridges, Vegetation, Mosquito Control, Gravity and Forced Drainage).

### **BASIC FUNCTIONS:**

1. Assist Director of Public Works in daily work activities.
2. Welcome visitors and answer telephone calls directed to the Public Works Director.
3. Offers assistance to callers and department visitors.
4. Typing, printing and distributing Department correspondence.
5. Copying, faxing and scanning materials and documents (letters, memos, contracts, and reports).
6. Process various Public Works contracts to include Parish President's signature, Courthouse filing, and distributing final executed copy to appropriate Engineering Firms, Contractors, and In-house Divisions.
7. Assist with budget and other special projects.
8. Coordinate and schedule all meetings.
9. Sort and oversee all correspondence to/from all Parish Departments, Engineering Firms, State, Federal, and various outside agencies, Businesses and Industries.
10. Process Letters of No Objections.
11. Scan items on Novus System for Council Agendas.
12. Prepare Weekly Reports from Public Works Divisions.
13. Other duties as requested or assigned by Director of Public Works.

### **OTHER REQUIREMENTS:**

1. A high level of tact and integrity, due to frequency of high level of 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. Greet and direct walk-in visitors to appropriate departments or persons.
4. Assist other Division Clerks when necessary.
5. Interact with Parish Officials, employees, outside agencies and citizens.
6. Effective verbal and written communication skills.
7. Ability to type at 45-60 words per minute and demonstrate a good knowledge of punctuation, spelling and composition.
8. Working knowledge of computers and ability to learn new applications with limited assistance.
9. Willingness to work amended or extra hours when necessary to support the Departments' functions.

10. Work requires advanced knowledge of Government Organization.
11. Independent judgement and decision-making abilities are necessary to apply technical skills effectively.
12. Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing and scheduling work.
13. Does research for documents, compiles data for computer entry and/or oversees data entry.
14. Must have a valid Louisiana Driver's License.

**EDUCATION/EXPERIENCE:**

1. High School Diploma or GED equivalent plus a minimum of six (6) years of secretarial experience required.
2. Knowledge of personal computers using the latest version of Microsoft Operating Systems and Microsoft Outlook, Excel and Microsoft Word.
3. Any combination of education and experience providing the required knowledge and skills is qualifying.
4. Able to write reports, prepare business letters, expositions and summaries with proper format.