



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Executive Secretary
<b>DEPARTMENT.....:</b>	Parks and Recreation
<b>DIVISION.....:</b>	Recreation
<b>CLASSIFICATION/GRADE.....:</b>	Executive Secretary/107
<b>REVISED.....:</b>	07/2020
<b>REPORTS TO.....:</b>	Parks and Recreation Director
<b>REVIEWED.....:</b>	07/2020
<b>WAGES.....:</b>	Non-Exempt (Hourly)

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### **SUMMARY:**

Under general supervision of the Parks and Recreation Director, the Executive Secretary 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. Assist the Director in daily work activities.
2. Screens visitors, telephone calls, and mail directed to the Director.
3. Independently responds to letters and general correspondence of a routine nature.
4. Responds to inquiries and requests for information.
5. Offers assistance to callers and department visitors.
6. Prepares the department's payroll and deposits for Director's approval.
7. Responsible for paying the department's bills and purchasing duties as assigned by the Director.
8. Typing, printing and distributing departmental correspondence.
9. Copying, faxing and scanning materials and documents.
10. Maintains a filing system so that information is easily accessible.
11. Maintains the department's appointment schedules and calendars.
12. Makes travel arrangements.
13. Coordinates and schedules meetings as well as prepare meeting agendas.
14. Trains, supervises, assigns duties to, and evaluates subordinates.
15. Provides clerical assistance to staff members as assigned by the Director.
16. Takes, edits and types meeting minutes and distributes copies.
17. Prepares league schedules and revisions.
18. Complies and processes on-line registrations and registrations received in person.
19. Ensures all volunteers have proper paperwork completed prior to being assigned duties.
20. Ensure all recreation participants have all paperwork properly completed before finalizing registration.
21. Verify Date of Birth (AS/400) of each participant (where applicable) to ensure each participant is assigned to an age appropriate team and in the appropriate age group according to the guidelines of the program manual.
22. Any and all other job duties as assigned.

### **OTHER REQUIREMENTS:**

1. A high level of tact and integrity, due to frequency of high level 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 persons.
4. Effective verbal and written communication skills.

5. Ability to type at 60-70 words per minute and demonstrate a good knowledge of punctuation, spelling and composition.
6. The candidate shall demonstrate the ability to use a variety of software packages, including but not limited to Microsoft Word, Outlook, Excel and PowerPoint and ability to learn new applications with limited assistance.
7. Must be willing to work amended and extended hours as assigned, including nights, weekends and holidays to support the department's functions.
8. All Parish employees are required to complete Louisiana State Ethics Training annually.
9. Complies data for computer entry and/or oversees data entry.
10. Must possess a valid driver's license.

**EDUCATION/EXPERIENCE:**

1. High school diploma or equivalent plus four (4) years experience.
2. Working knowledge of the AS/400 system is a plus.
3. Prior secretarial experience is a plus.
4. Experience within a Government organization is a plus.