

**FRESNO MOSQUITO & VECTOR CONTROL DISTRICT
ADMINISTRATIVE SECRETARY (Seasonal)**

DEFINITION:

Under the general direction of the Office Manager, the Administrative Secretary will provide administrative, confidential secretarial, data entry, receptionist and bookkeeping service to the office staff of the Fresno Mosquito and Vector Control District; and to do such related work as required.

WORKING HOURS:

Working hours of operation are generally from Monday through Friday, 40 hours per week, from 7:30 am through 4:00 pm, excluding holidays and weekends.

POSITION CHARACTERISTICS:

The Administrative Secretary will assist the office manager by providing administrative, clerical, secretarial, data entry, receptionist and bookkeeping services in order to ensure effective and efficient administrative operations.

The Administrative Secretary is a confidential employee, maintaining the District's records and files and serves as the Office Manager's assistant.

The Administrative Secretary must be willing to cross train with the office manager on duties that are vital to for execution in the event the Office Manager's absence.

The Administrative Secretary must represent the District well before the public, and maintain neatness, accuracy, and efficiency in conducting all work related to the duties of the office.

The position requires the operation of standard office and communication equipment, involves the performance of varied duties including contact with the general public.

EXAMPLES OF DUTIES:

1. Acts as confidential Administrative Secretary and assistant to the Office Manager, and provides any additional secretarial and clerical duties as needed by the office staff, wherein includes but not filling of confidential records, and setting up of personnel records.
2. Acts as receptionist, answers phone, receives and routes visitors; answers questions on agency operations or refers to appropriate person; interviews and screens callers and handles service requests.
3. Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Takes and conveys the service request information accurately and efficiently.
4. Data Entry – Adds/deletes sources on maps, proofreads, corrects, and inputs field records data daily, maintains both service request and field records.
5. Attendance/Payroll – Records employee attendance both in attendance book and outlook public calendar, matches/records request for leave to daily field records and attendance book,

matches/records time cards to daily field records and attendance book, and total payable for employee prior to payday.

6. Assists and prepares material and information for Board meetings.
7. Assist in proof-reading of various materials.
8. Assist in setting up files, supplies, office forms, and maintaining them and Solicits feedback from employees to improve daily operations of field records.

MINIMUM QUALIFICATIONS:

1. Be at least 18 years of age.
2. Have High School Diploma or equivalent.
3. Pass pre-employment physical and drug screening.
4. Be experienced with the operation of standard office equipment and communication equipment and to type at a speed of not less than 45 words per minute.
5. Have computer training and/or experience in word processing, spreadsheets, data processing and misc. software programs.
6. Be able to work independently and cooperatively with others and be able to exercise good independent judgment.
7. Ability to carry out varied clerical assignments.
8. Have considerable knowledge of business English, spelling, accounting and arithmetic.