

Craighead County

County Judge - Secretary/Coordinator I

Job Description

Job Code: 1000
Exempt: No
Department: County Judge
Reports To Administration Assistant
Location: 511 Union Rm 119 Jonesboro, AR 72401
Date Prepared: February 18, 2019
Date Revised: February 18, 2025

GENERAL DESCRIPTION OF POSITION

The County Judge's Secretary will serve as the front desk receptionist and assumes the duty of clerical and administrative support to optimize workflow procedures in the office. The Secretary assists colleagues and executives by supporting them with planning and distributing information. The Secretary is the first point of reference for all queries, requests, or issues and is an integral part of the County Judge's office. The Secretary must maintain the highest degree of confidentiality pertaining to all types of information and communications.

Primary Responsibilities:

- Open and distribute all mail to the appropriate departments.
- Maintain office supplies and ensure an organized, efficient office environment.
- Take complaints from the public and forward the information to the Elected Official.
- Under the direction of the County Administrator. Ensures the accuracy of claim records and manages the distribution of all FOIA requests to the correct custodian of records, performing this duty as needed.
- Assist the County Judge and County Administrator, as well as departments such as HR, Purchasing, Road Department, Veteran's Affairs, and Maintenance.
- Receive all checks from State and Federal grant programs and other checks directed through the County Judge's Office, routing those checks to the proper departments.
- Manage the office calendars in Microsoft Outlook, scheduling and coordinating appointments and meetings for the County Judge and other office personnel.
- Direct county residents with the plat/survey approval process, providing guidance and answering related inquiries.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Answer phone calls and redirect them when necessary. This duty is performed daily, about 25% of the time.
2. Maintaining the Quorum Court agenda and arrange new meetings and appointments. This duty is performed weekly, about 5% of the time.
3. Preparing and disseminating correspondence, memos and forms. This duty is performed daily, about 10% of the time.
4. File and update contact information of employees, customers, suppliers and external partners. This duty is performed as needed, about 5% of the time.

5. Support and facilitate the completion of regular reports. This duty is performed daily, about 5% of the time.
6. Develop and maintain a filing system. This duty is performed daily, about 5% of the time.
7. Issuing purchases orders when needed. This duty is performed daily, about 10% of the time.
8. Check inventory of office supplies and place appropriate orders. This duty is performed weekly, about 5% of the time.
9. Make travel arrangements, when needed. This duty is performed as needed, about 5% of the time.
10. Document expenses and prepare claims. This duty is performed daily, about 10% of the time.
11. Special projects as needed. This duty is performed as needed, about 10% of the time.
12. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 3 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Law and knowledge of legal terminology. Excel knowledge.

SOFTWARE SKILLS REQUIRED

Intermediate: Alphanumeric Data Entry, Database, Other, Word Processing/Typing

Basic: 10-Key, Accounting, Contact Management, Human Resources Systems, Payroll Systems, Presentation/PowerPoint, Spreadsheet

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is continuously required to use hands to finger, handle, or feel, talk or hear; regularly required to sit; frequently required to stand, walk, reach with hands and arms; and occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

MINIMUM QUALIFICATIONS

PREFERRED QUALIFICATIONS

Ability to think critically with minimum supervision

Proven work experience as a secretary or administrative assistant

Excellent written and verbal communication skills

Familiarity with office organization and optimization techniques

High degree of multi-tasking and time management capabilities

Proficiency in MS Word, MS Excel and MS Outlook

Experience working with administrative personnel within clerical office

Experience scheduling appointments, typing, compiling, and maintaining statistical data

Experience handling confidential information with integrity and professionalism