

DOWNERS GROVE SANITARY DISTRICT

JOB DESCRIPTION

TITLE: SECRETARY - Part Time

FLSA: Nonexempt

GENERAL SUMMARY

Responsible for performing all secretarial duties for administration center, assisting with various District programs, data entry, document imaging, and processing billing receipts and assisting with other billing functions. Reports directly to the Administrative Supervisor.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- 1) Performs secretarial duties including word processing, typing, copying and filing.
- 2) Serves as primary receptionist for telephones, customers and visitors. Also responsible for interacting with customers and others via email.
- 3) Picks up mail at post office, sorts, opens and date stamps. Prepares outgoing correspondence and packages for mail.
- 4) Processes billing receipts and assists with billing functions including routine billing inquiries, closing letters, collections and other billing duties as assigned.
- 5) Performs property owner research, prepares documents, assists with scheduling, and follows-up with participants in the District's Building Sanitary Service Repair Assistance Program, Infiltration and Inflow Removal Program, Overhead Sewer Program and Reimbursement Program for Sewer Backups Caused by Public Sanitary Sewer Blockages.
- 6) Processes and indexes documents designated for imaging and assists with Local Records Act compliance.
- 7) Assists with preparation for employee, staff and other meetings.
- 8) Performs errands as required.
- 9) May attend Board meetings and prepares minutes in absence of Administrative Supervisor.
- 10) Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- 1) Requires a minimum of six to twelve months of related work experience.
- 2) Requires strong secretarial and organizational skills, usually acquired with the completion of high school secretarial courses and at least one year of vocational training.

- 3) Requires advanced level of knowledge in word processing software including Microsoft Word, email software including Microsoft Outlook and requires moderate level of familiarity with Microsoft Excel and Access.
- 4) Requires moderate level of familiarity with website navigation and online research using search engines and other resources.
- 5) Requires ability to operate office machines, including data and word processing equipment, desktop imaging equipment, calculator, copier, fax and other office equipment.
- 6) Requires excellent grammar and proofreading skills.
- 7) Requires interpersonal skills and abilities to communicate effectively both orally and in writing with the public, co-workers and outside agencies, including under difficult circumstances. Requires strong customer service skills.
- 8) Requires ability to multi-task, organize and prioritize work, meet deadlines, and work as a team.
- 9) Requires State of Illinois Driver's License and ability to operate a motorized vehicle on public roads and highways.

PHYSICAL ABILITIES REQUIRED

- 1) Ability to operate required office equipment in order to send and receive information with necessary optical, auditory, and manual dexterity.
- 2) Ability to use a keyboard and mouse to enter, retrieve, or transform words and data.
- 3) Ability to use 10-key calculator by touch.
- 4) Ability to closely examine computer screen or written reports and proofread and check documents for errors.
- 5) Ability to walk, stand, or sit for an hour or more at a time for office related activities.
- 6) Ability to lift and carry boxes and trays weighing up to 20 pounds.

WORKING CONDITIONS

Normal office environment

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

07/15, 10/15, 01/18