TOWN OF HALIFAX -EMPLOYEE POSITION DESCRIPTION

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| 1. Position Title:  Secretary |  | 2. Department:  Board of Health |
| 3. Hours Worked Per Week: 10 |  | 4. Hourly Wage/SaIary: Grade 2  $14.88/hr |
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| 5. Purpose of Job: (General statement of position) The Secretary primarily supports the Administrative Assistant with office tasks. | | |

6. Supervision Received (Supervisor's titles and how assignments are given)

Primarily the Administrative Assistant gives assignments to the secretary. At times and when needed, the Health Agent would also assign tasks and/or oversee the position.

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| 7. Direct Supporting Staff who report to employee and titles.  No supporting staff to report to this person |  | 8. Their Staff  No staff |

Detailed Statement of Duties and Responsibilities (List tasks performed by employee)

The secretary mainly supports the Administrative Assistant by helping with filing, data entry, making copies, taking messages, sending faxes, laminating. In time, the secretary may have some customer service involvement but even then would primarily be directing the visitor to the office to either the Health Agent or the Administrative Assistant

Qualifications required at hire (List knowledge, skills, and abilities — What employee must know to perform this job)

The applicant must have basic computer skills with Word and Excel programs for data entry, excellent phone skills and the ability to deal with the public in a busy office, ability to use routine office equipment such as copiers, fax and laminators. Applicant must have personal qualities supportive of a small yet busy office environment. Understanding of Privacy (Employee will be privy to information requiring discretion and respect for privacy.) It is desirable that the applicant be curious and enjoys learning, as this position requires becoming familiar with the terminology of numerous public health issues.

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Qualifications acquired on the job (List knowledge, skills, abilities what did/do the employee learn on the job to help them do their job better)

In time, the secretary may assist with a research project, under the direction of the Health Agent, by locating topic specific information or making phone calls with a script.

Ordering supplies will be learned.

Training will be given on Record Retention. Cross Training (In the future cross training will be provided to allow applicant to occasionally fill-in for Administrative Assistant when necessary. Even those occasions will primarily be taking messages and explaining the Administrative Assistant or Health Agent will get back to them.

Minimum entrance requirements (any education degrees, work experience or special certification/license requirements)

No, except for the computer skills and personal qualities/abilities previously mentioned.

Working conditions (Describe working environment office, outside, on patrol, and any physical requirements). The Board of Health office is a fast paced environment involving numerous topics to be understood and tasks to be accomplished. Other than an occasional trip to the post office, it is an indoor position. The work is interrupted frequently by phone calls, visits to the office by residents, realtors and builders with questions and requests to see address folders. Must be able to lift files from tightly packed file drawers and bend down to get to files in lowest drawers.

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