

# ST. TAMMANY PARISH GOVERNMENT

## POSITION AVAILABLE



### **TITLE: EXECUTIVE SECRETARY**

**DESCRIPTION:** The executive secretary position reports to the Director of the Department. The position requires extensive responsibility in office management. Directs work flow to other clerical personnel, schedules appointments, arranges meetings for departmental personnel, coordinates activities between Parish administrative organizations and the department, prepares and reviews routine correspondence, addresses public input to department. Supervises office machine operations and maintenance. Responsible for ordering and maintaining inventory of office supplies and equipment. Responsible for department files and inventory control for both electronic and paper files. Compiles department statistical data. Responsible for mass mailers. Responsible for clerical support to department's boards and commissions. Assists as a constituent liaison to resolve complex issues. Responsible for creating and updating data bases. Assists with presentations. Assist director in daily operations. Responsible for coordinating travel arrangements and event planning. Review departmental revenue reports and monitor their preparations. Any other duties assigned by director.

**QUALIFICATIONS:** Completion of high school and two (2) years of college. Three (3) years of office management experience of which two may be substituted for years of college. Typing speed of 65 words per minute. Proficient in Microsoft Works, including Word, Excel, and PowerPoint. Familiar with payroll and basic accounting.

**EQUIPMENT:** Personal Computer, calculator, fax/copy machine.

**LOCATION:** Hwy. 59 Administrative Complex

**SALARY:** \$33,072.00/Year

**LAST DATE FOR CONSIDERATION:** July 8, 2009

**The Parish of St. Tammany is an Equal Opportunity-Affirmative Action Employer**