MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 07/22/08	CLASS TITLE: C S E A SECRETARY (Child Support Enforcement Agency Secretary)	CODE: 12553
	MAJOR AGENCIES: JOB & FAMILY SERVICES DEPARTMENT – ONLY	PAGE 1 OF 2

CLASS CONCEPT: Under general supervision, performs routine administrative tasks and prepares documents/reports from written or oral instructions and/or dictation. Performs material and substantial duties of classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	Relieves supervisor of routine administrative tasks; composes answers to inquiries or correspondence which involves including necessary materials (pamphlets) and/or providing explanation of services/activities of assigned area; gathers statistics; performs research and writes reports; set up office procedures; coordinates daily work flow; maintains budgetary costs for assigned area; updates manuals; purchases equipment or supplies through department purchasing agent or direct contract with established vendors for low cost items.	**Knowledge of:** 1(budgeting); 8a(employee training and development); 13a(office practices and procedures); 13b(agency policies and procedures*); **Skills in:** 25b(word processing – keyboard 50 wpm 0 errors); 29(equipment operation – multiple office machines including PC hardware/software); **Ability to:** 30a(carry out simple instructions); 30f(deal with problems involving several variables in familiar context); 30h(apply principles to solve practical, everyday problems); 30l(define problems, collect data, establish facts and draw valid conclusions); 31c(comprehend and record figures accurately); 31d(add, subtract, multiply and divide whole numbers); 31e(calculate fractions, decimals and percentages); 32j(copy material accurately and recognize grammatical and spelling errors); 32l(maintain accurate records); 32n(screen mail); 32o(originate routine business letters reflecting standard procedures; 32r(prepare meaningful, concise and accurate reports); 32t(use proper research methods in gathering data); 33b(sort items into categories according to established method); 33e(gather, collect and classify information about data, people or things); 34c(cooperate with co-workers on group projects); and 34d(answer routine telephone inquiries from public).
2	Prepares final copy of correspondence, meeting minutes, tables, graphs, charts, motions and affidavits for court filing (regarding paternity, child support establishment and enforcement orders), and any other required documents for assigned area.	
3	Tracks incoming referrals, court hearings, appointments, meetings, etc.; takes messages, screens and directs calls; screens problems, obtains files and records to resolve issue; opens, sorts and distributes	
	(Performs Related Duties As Required)	(*Developed After Employment)

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Must keyboard 50 wpm with 0 errors. Equivalent to completion of high school diploma with 12 office automation courses and 2 yrs. clerical/secretarial experience utilizing automated office equipment and related software; - OR, completion of associate degree core course work in secretarial science; - **OR, alternative, equivalent evidence of the Minimum Class Requirements.** (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:

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CLASS CONCEPT:

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
	mail for assigned area; greets visitors. Maintains files and retrieves information; copies, collates and distributes materials; maintains inventory of general office supplies and orders as needed from storeroom; and receives and logs in materials and information.	
4	Keeps time and/or attendance records as required; prepares travel expense reports; set up meetings and agendas including making notification to attendees; maintains supervisor's appointment calendar; makes necessary travel arrangements.	
5	Instructs others in office procedures.	
	(Performs Related Duties As Required)	(*Developed After Employment)

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT: