

**MONONA COUNTY
JOB DESCRIPTION**

Position:	Secretary	Reports to:	Executive Director
Department:	Conservation	Revision date:	July 1993

GENERAL SUMMARY

Under supervision of the Executive Director, performs various clerical duties including maintaining financial records and preparing financial reports.

ESSENTIAL JOB DUTIES

Maintains financial records for county conservation department. Prepares bills for payment by completing invoices and presenting to Conservation Board for approval. Maintains records of previous month's paid bills using data base accounting. Uses paid vouchers to enter data in accounts payable file and prints report. Prepares monthly and annual financial reports as required by Conservation Board and state regulations.

Prepares documents such as letters, policy statements, board meeting minutes and agenda. Uses word processor to transcribe dictated letters, minutes and agenda. Prepares various reports including work location/activity reports for each employee, camping reports, and financial reports. Updates inventory annually.

Handles fees collected from campers using parks within Monona County. Records camp fees, prepares monthly report for each park and delivers money to County Treasurer.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

Knowledge of basic accounting principles.

Knowledge of procedures for processing budget, claims and financial reports.

Skill in using a computer for word processing, data base and spreadsheet accounting.

Ability to count and responsibly handle money.

Ability to operate general office equipment such as typewriter, computer, dictaphone, and calculator.

Ability to perform basic math and bookkeeping functions.

Ability to write reports and complete forms.

Ability to type. Ability to transcribe documents from dictaphone to word processor.

Ability to maintain filing system.

ENTRY REQUIREMENTS

High school diploma or ability to read, write and perform basic math functions at the high school level. Clerical experience and familiarity with basic computer operations and software helpful.

WORK ENVIRONMENT

Works inside, seated at desk for extended periods of time. Work includes occasional interruptions. Uses standard office equipment especially computer. Minimal physical activity is required.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
 2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
 4. The County reserves the right to change or reassign job duties, or combine positions at any time.