

## JOB DESCRIPTION & JOB POSTING

**TITLE:** Secretary II  
**SALARY RANGE:** \$ 35,316 - \$72,487  
**Class #:** 9  
**DEPARTMENT:** Health Department  
**UNION:** AFSCME

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**JOB SUMMARY:** Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the Health Department staff, and assisting in the administration of the standard operating policies and procedures of the department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs necessary duties to maintain Certified Deputy Registrar status according to the requirements of the State of New Jersey.
- Process tenancy reviews, site plans, permits and various other documents and forms such as marriage/death/birth certificates, applications, etc.
- Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance.
- Answers incoming calls, screens and routes callers, takes messages or provides information as required.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Inputs data into the MILS software program for licensing, inspections and complaints and produces documents through software for public and dept.
- Maintains complex departmental files manually and via personal computer.
- Maintains and facilitates online registration applications.
- Manages and maintains the department website.
- Facilitates disposition of OPRA requests.
- Composes, types and edits a variety of correspondence, reports, public notices, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Creates and maintains various databases for department and network use; generates reports from databases as required.
- Schedules appointments, and performs other administrative and clerical duties.
- Assists in preparation and distribution of flyers, brochures, notices, newsletters, and reports etc.
- Duplicates and distributes material.
- Receives funds and issues receipts for services and applications.
- Prepares quarantine notices as well as various other animal related forms.
- Coordinates annual rabies clinic and public awareness programs as directed.
- Attends staff meetings and takes minutes.
- Performs such other related duties as may be required.

### **EQUIPMENT USED:**

Computer	Electronic Typewriter	Calculator
Adding Machine	Copier	Telephone
Facsimile Machine	Shredder	

## **REQUIRED KNOWLEDGE AND ABILITIES:**

Ability to:

- adhere to prescribed rules, regulations, routines and practices;
- maintain complex records and files;
- compile and enter data into computer programs with extreme accuracy;
- read, write, speak, and communicate clearly and effectively in English;
- open and close file drawers at varying heights,
- must occasionally lift and/or move up to 25 pounds.
- assist the public and coworkers cooperatively and courteously;
- learn and adapt to computer program update and enhancements including, but not limited to, word processor, databases, spreadsheets and special programs on both personal computer and server environments;
- ability to handle stressful situations
- compose correspondence and reports on own;
- read and type from a handwritten document;
- prioritize work and meet required deadline;
- read, comprehend, interpret relevant codes, ruling, policies and procedures and understand and perform instruction of Department Head;
- maintain effective working relationship with all employees, department heads and general public in a courteous and tactful manner;
- render assistance where needed; and
- perform duties in an office atmosphere amidst several employees as well as assisting the public.

## **Knowledge:**

Thorough knowledge of English, grammar and accuracy in spelling.

Experience with software programs including Microsoft Office (word, excel, access).

Considerable knowledge of a variety of office procedures and practices.

- Accuracy in computations.
- Strong oral and written communication skills.
- Strong organizational skills.
- Accuracy essential.

## **MINIMUM REQUIREMENTS/QUALIFICATIONS:**

- High school graduate or GED equivalent.
- Training or experience in secretarial skills including computer (word, access, excel)
- Five years experience in secretarial skills preferable in municipal government.
- Working knowledge of computers and electronic data processing.
- All new hires must be fully vaccinated with the Covid-19 vaccine.

Please submit an on-line application if interested.

South Brunswick is an Equal Opportunity Employer.