

**BANNOCK COUNTY**  
**CLASS SPECIFICATION**

**FAIRGROUNDS SECRETARY**

Department: Fair Administration  
FLSA Designation: Non-Exempt

Pay Grade: 4  
Effective Date: 10/04, 08/09

**Purpose of Class**

Performs general clerical and office duties to support the functions of a department, division or section; performs related work as required.

**Primary Function**

This is a clerical and administrative support position with the principal function to provide general clerical support in areas such as answering phones, assisting the public, typing, and filing. Duties may include typing and preparing letters or documents using various software applications; entering data into County or department systems and applications, keeping clerical records, logs, ledgers, etc. and working within Fair Administration specific processes and procedures. The work is performed under the supervision of the Fairgrounds Manager. The principal duties of this class are performed in a general office environment.

**Essential Duties and Responsibilities** (will vary by assignment)

- Answers incoming phone calls and greets the public, providing information and directing and providing referrals to other departments or staff as needed;
- Sets up files and files documents into appropriate folders; reorganizes file folders as needed;
- Operates standard and specialized office equipment such as computer, typewriter, copier, 10-key, fax machine, and related equipment;
- Assists with gathering information from Fairgrounds users and coordinates scheduling;
- Enters event and related information, including financial information, into the computer, sets up and pulls files as needed;
- Collects money and issues receipts, enters accounts payable and receivable into computer and balances daily;
- Prepares claims/accounts payable, including obtaining required Fair Board signatures, and turns in to auditor;
- Assists public with questions and helps resolve issues;
- Receives and signs for mail, packages and supplies;
- Monitors office and Fairgrounds supplies, including ordering and receiving;
- Provides data entry services, faxing, typing, and filing;
- Types routine forms/letters or other documents;

- Uses computer to obtain information or enter data;
- Prepares and distributes annual Fair book and Fair schedule, information, and promotional material, including ribbons;
- Maintains Fair and other user and vendor documents, contracts, records, and logs;
- Maintains Fair premium account, including preparing and distributing checks, maintaining spreadsheets and documentation, and balancing;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

### **Other Duties and Responsibilities**

- Prepares grant requests and monitors grant spending, including preparing and maintaining records and reports;
- Attends Fair Board meetings and takes and prepares minutes, as needed;
- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- Operation of standard and specialized office equipment;
- Operation of a personal computer and job-related software;
- English grammar, spelling, punctuation, and composition;
- Basic bookkeeping and accounting skills;
- General methods of conflict resolution and stress management;
- Current office practices and procedures.

Ability to:

- Type with a high degree of accuracy;
- Operate a variety of standard office equipment;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected and appointed officials and the public;
- Understand and follow oral and/or written policies, procedures and instructions;
- Operate a personal computer including software applications appropriate to assigned duties;
- Communicate effectively both orally and in writing;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required and specialized training related to secretarial, business, customer service, bookkeeping, social sciences or a related field is preferred;
- One (1) year of progressively responsible experience in an office environment is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review and prepare documents and file them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to work at a keyboard for an extended period of time and work in an office environment.