

**CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION  
POSITION DESCRIPTION**

**Position:** Administrative Secretary  
**Reports to:** Department Head  
**FLSA status:** Non-exempt

**Nature of Work:**

General Statement of Duties:

Performs general secretarial duties, including typing of reports, grants, minutes and other general correspondence, performs general data entry utilizing a variety of computer software programs, answers phones and schedules meetings and appointments for department staff.

Characteristic Duties and Responsibilities:

As appropriate, answers client inquires and requests for services and refers clients to appropriate department staff.

Answers telephone and takes messages or refers caller to appropriate employee or division.

Compiles statistical and other data and enter data into computer system utilizing a variety of software programs.

Photocopies grants, reports, mailings, and other correspondence as needed.

Type reports, minutes, letters, grant applications and other forms of correspondence.

Provides backup to the reception desk.

Other duties as required.

Qualifications, Knowledge, Skills and Abilities:

Good knowledge of modern office procedures and office equipment.

Good organizational skills and attention to detail.

Ability to establish and maintain good working relationships with staff and public.

Ability to make routine mathematical computations, enter data accurately, communicate messages accurately and efficiently, and to present a good public relations image of the RPC to outside callers.

Good oral and written communication skills.

Ability to use email and word processing and be willing to learn new computer software programs.

Ability to develop a working knowledge of *Robert's Rules of Order*, the *IL Open Meetings Act* and the technical language required to take accurate meeting minutes.

Education and Experience:

Knowledge, skills, and secretarial knowledge equivalent to completion of four years of high school with training in computer software applications in a Microsoft environment. At least three years of responsible secretarial work experience preferred.

7-07, 1-09