

**CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION  
POSITION DESCRIPTION**

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

**Nature of Work:**

General Statement of Duties:

Performs general secretarial duties, including typing of reports, grants, 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, 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.

Must be detailed-oriented and possess good organizational skills.

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.

Must have good oral and written communication skills.

Must be able to use email and word processing, be willing to learn new computer software programs, and attend training in other areas deemed necessary by the program managers.

Must possess physical ability needed to maintain hard copy filing systems.

Education and Experience:

Knowledge, skills, and secretarial knowledge equivalent to completion of four years of high school with training in computer software applications.

7-07