



# **SECRETARY II**

## **MAGISTERIAL DISTRICT SUNBURY**

### **Amenities:**

The County of Northumberland offers a full benefits package to employees including health insurance, prescription, vision, dental, vacation, holiday, sick, personal time, and retirement.

### **Position Summary:**

Secretarial work for the Magisterial District Judge.

### **What You'll Do:**

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Opens, reads, and disrupts mail; assembles related material for use by supervisor in answering mail; may answer routine inquiries requiring interpretations of departmental regulations. Prepares outgoing mail.
- Greets visitors and callers, handle their inquiries, and direct them to the appropriate persons.
- Maintain scheduling and event calendars, takes minutes in conferences or meetings. Compose, type, and distribute meeting notes, routine correspondence, and reports.
- Answer public inquiries, attempts to resolve complaints, and refers more complex complaints.
- Maintains files of personnel records, reports, documents, job bids, correspondence, and other material.
- Collect and disburse funds form cash accounts, and keep records of collections and disbursements.
- Conduct searches to find needed information, using such sources as the Internet.

- This job description shall include, but is not necessarily limited to, the above duties. May temporarily perform other duties assigned to maintain operations and services.

**Job Requirements/Skills & Abilities:**

- Considerable knowledge of business communications, spelling, punctuation and office procedures.
- Ability to operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications. Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.
- Ability to meet and deal effectively with associates and the general public. Good interpersonal skills a must.

**Minimum Training & Experience:**

- Completion of high school diploma or equivalent
- One to two years of secretarial and general clerical experience or, any equivalent combination of acceptable training and experience.

**Employment Category:**

- Full Time

**Application Process:** Interested candidates should submit a cover letter, resume and three references to Magisterial District Judge Michael Toomey via email at [michael.toomey@norrycopa.net](mailto:michael.toomey@norrycopa.net)

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to successfully do the job.

