

# Technical Secretary Oneida County I.T.S.

Oneida County is accepting applications to fill a full-time (40 hours per week) Technical Secretary position with the ITS (Information Technology Systems) Department. This position performs various administrative, secretarial and accounting tasks in the application of ITS procedures, assisting both staff and the public. Starting 2022 rate of \$21.36 per hour plus excellent fringe benefit package.

Qualified individual must have one year (24 credits) post high school education in word processing, computers, bookkeeping or secretarial science; two years work experience in an office environment performing bookkeeping, accounting, data retrieval, testing, report generation or related tasks; knowledge of computer hardware, software, accessories and database management techniques; type 60 wpm.

Complete job description and *required* Oneida County application are available at [www.co.oneida.wi.us](http://www.co.oneida.wi.us). Completed application along with resume and college transcripts should be mailed to Oneida County LRES (Personnel), Courthouse, P.O. Box 400, Rhinelander, WI 54501 or emailed to [jlueneburg@co.oneida.wi.us](mailto:jlueneburg@co.oneida.wi.us). Application packets are due **by Monday, December 13, 2021 at 10:00 a.m.**

EOE/AA

## **Oneida County Job Description**

**Job Title:** Technical Secretary  
**Class Title:** Secretary II  
**Department:** Information Technology Services  
**Reports To:** Information Technology Services Director  
**FLSA Status:** Nonexempt  
**Prepared By:** Jason Rhodes  
**Prepared Date:** November 2021  
**Approved By:** Lisa Charbarneau  
**Approved Date:** November 2021

**SUMMARY** Performs varied accounting, secretarial and administrative tasks using independent judgment in the application of Information Technology Service Department procedures. Fulfills data request from the public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Researches and analyze specification requirements for new hardware including laptops, PC, printers, monitors. Work with various vendors to ensure appropriate features are included and compatible.

Maintains an accurate accounting system for monies including invoices for payment, purchase orders, line item transfers, software and hardware maintenance contracts, and monthly and annual budget reports. Analyzes and corrects accounts payable discrepancies.

Provides data and reports to customers; provides appropriate instructions and documentation to customers; interviews customers and analyzes data request criteria; answers questions regarding cost alternatives; bills clients for information; receipts monies for sales of data and reports; updates ledger and prepares deposits of funds for treasurer.

Orders and receives equipment and supplies for all courthouse departments; allocates equipment to appropriate departments; negotiates return of defective items; initiates follow-up on delinquent accounts.

Maintains hardware and software inventory enterprise wide; maintains software license agreement logs; researches software agreement options; maintains software version allocation plans.

Researches equipment and supply options; maintains minimum inventory levels; dispenses supplies and maintains supply dispensation logs.

Acts as primary receptionist; attempts to answer questions; documents user requests for information and forwards documentation to appropriate technical staff; directs visitor/caller to appropriate ITS team member.

Prepares letters, memos, classroom materials, enterprise wide announcements; backs up other staff when workload requires; sends and receives e-mail and FAX; performs typing, copy, collating and organizing files.

Assists in the testing of output for mass mailings; including but not limited to public requests for data, tax bills, tax rolls, assessor workbooks, tax receipts, increase notices, lottery credit applications, foreclosure documents, and delinquency notices.

Perform data entry functions as needed.

Any other duty as assigned.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to type 60 wpm.

Knowledge of computer hardware, software and accessories.

Knowledge of financial accounting, record keeping and reports.

Knowledge of database management techniques.

Must be able to learn AS/400 query and printing operations during probation period.

Ability to interview clients to obtain complete information.

Ability to make sound judgments based on available information.

Ability to plan, organize and schedule priorities effectively.

Ability to operate a 10 key calculator.

Ability to establish and maintain effective working relationships.

Ability to follow technical and procedural instructions.

### **EDUCATION and/or EXPERIENCE**

High school degree with course works in typing, word processing, computers, bookkeeping, and secretarial science.

One year post high school education in one of the above areas.

Experience in data retrieval, testing and report generation.

Two years work experience in an office environment performing bookkeeping and related duties.

### **LANGUAGE SKILLS**

Must possess good verbal and written communication skills.

**MATHEMATICAL SKILLS**

Knowledge of business math and accounting.

**REASONING ABILITY****CERTIFICATES, LICENSES, REGISTRATIONS**

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.