

**CLASS TITLE:           Administrative Secretary**  
**Neuse Regional Water and Sewer Authority – La Grange, NC**

**PURPOSE OF CLASS:** Under general Supervision, performs Secretarial, Accounting, and Administrative functions.

A person in this position performs a wide range of intermediate level administrative work and a variety of office tasks in accounting and public relations, in addition to related work as apparent or assigned. This individual may take direction from Executive Director and various management staff in different departments.

**This job requires:** serving as a receptionist; typing memos, correspondence, filing; checking and reviewing a variety of data for accuracy, completeness, and conformance to established standards; opening, sorting and distributing mail; receiving and processing citizen's complaints, inquires and service requests; maintaining various records and files; assisting with invoices, billing, purchasing of materials & supplies following Annual Budget guidelines; operating word processing and other office automation equipment; composing routine correspondence from staff notes; preparing spreadsheets and Power Point presentations; attending official meetings; helping assemble monthly Agendas and reports; frequently use of Quick Books, Excel, Word, and Power Point; updating web site as necessary; performing any assigned duties as required.

**Minimum Requirements:** General knowledge of standard office practices and procedures, equipment and secretarial techniques; general knowledge of business English, spelling and arithmetic; thorough knowledge of QuickBooks; ability to type accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to meet the public effectively; ability to maintain and establish effective working relationships with others; ability to follow oral and written instructions, valid North Carolina Driver's License. Applicants are required to submit to a Pre-placement medical screening, including a drug screen.

**Education and Experience:** Any combination of education and experience equivalent to (2)-year Accounting Associate Degree, including or supplemented by courses in typing, word processing Experience in Secretarial and Accounting work. (2)-year Accounting degree desirable.

**Competitive Benefits Package**

Salary: Dependent Upon Qualifications

Please go to: [WWW.NRWASA.ORG](http://WWW.NRWASA.ORG) to complete application.

Mail application, letter of interest, salary requirements and Resume to:

Executive Director  
2811 Barrus Rd  
La Grange, N.C. 28551