

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

**PURPOSE OF CLASS:** Under general supervision performs secretarial work in administrative functions that include the following:

Serves as a receptionist, answer phones, direct calls/messages to appropriate staff;  
Greet Vendors and show guests to meeting locations;  
Follows COVID Protocols;  
Attend meetings, take notes, type Minutes, create/ mail Agendas for monthly Board Meetings, Operator Meetings and Special Meetings as requested;  
Have knowledge of QuickBooks, Excel, Word and Power Points;  
Open, code, enter and pay bills in QuickBooks and on Banking Site;  
Copy/Scan/mail bills and checks;  
Create/edit charts and graphs, print, combine and mail Annual Report;  
Create/edit/update PowerPoint presentations for Executive Director or staff;  
Type written correspondence for Executive Director & Board of Directors;  
Maintain/update website;  
Open, sort and distributes mail;  
Create/edit forms as needed;  
Update books and policies as needed;  
Order office supplies;  
Maintains various records and files;  
Complete monthly reports and annual reports;  
Plan and organize events;  
Wellness Initiative Coordinator- Write grants for wellness;  
Performs 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; 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 graduation from high school, including or supplemented by courses in Word, Excel, QuickBooks, and Power Point, with secretarial experience. Two-year degree in accounting or business is preferred.

**Competitive Benefits Package**

**Salary:** Dependent upon Qualifications

For application please contact: NRWASA-252-522-2567 or at our website: nrwasa.org

Submit letter of interest, salary requirements and Resume to:                   Executive Director  
2811 Barrus Rd  
La Grange, NC 28551