



**PARISH OF CADDO**  
**Department of Human Resources**  
**505 Travis Street, Suite 840**  
**Shreveport, LA 71101**  
 (318) 226-6906  
 (318) 429-7627 job line  
[www.caddo.org](http://www.caddo.org)

Date Posted:  
 Starting Rate: \$15.44

*Equal Opportunity Employer*

*POC employees have 5 days from date of posting to apply.*

**PERSONNEL CLASS SPECIFICATION**

*REVISED: 06/23/2004*

JOB TITLE: Executive Secretary

DEPARTMENT: Administration

FLSA Status: Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$16.77 - \$25.22 / hour

GRADE: 51

Performs highly responsible and detailed administrative, management and/or clerical support directly for the Parish Administrator requiring comprehensive knowledge of appropriate organizational processes, programs, procedures and policies.

**DUTIES AND RESPONSIBILITIES**

Main duties and responsibilities include the following

- Responsible for the operational management of the office of the Parish Administrator and Assistant Administrator including the preparation and distribution of reports, minutes, resolutions, ordinances, and other documents and correspondence.
- Maintains calendar and schedules appointments for Administrator and Assistant Administrator. Handles travel arrangements. Reconciles travel expense and statements. Receives telephone calls, personal callers and incoming mail; answers or responds within established areas of responsibility.
- Works in direct concert with Department Heads, Office of the Parish Attorney, Office of the Commission Clerk and department personnel.

**MINIMUM QUALIFICATIONS AT TIME OF HIRE OR PROMOTION TO THIS CLASS:**

- Associate (2-Year) college degree in business administration or:
- Two (2) years paid experience in business administration, accounting, budget preparation, cash handling or other related fiscal duties and:
- Three (3) years full-time paid experience in business administration, accounting, bookkeeping, cash handling or other related fiscal duties.
- Skill in operation of calculator, business arithmetic, modern office practices and modern office equipment including computer controlled information systems.
- Knowledge of business English, business arithmetic, modern office practices and modern office equipment including computer controlled information systems.

**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. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.