SUPPLEMENTAL JOB DESCRIPTION

Classification: Secretary II
Position Title: Secretary II - Marketing
Position Number: 9TEMP

Function Code: 0013-077
Date Established: 5/11/08
Date of Last Amendment:

SCOPE OF WORK. Perform diverse clerical duties in achieving daily objectives relating to the Liquor Commission's Marketing Department reports, documents and agendas.

ACCOUNTABILITIES:

- Prioritizes projects and general work assignments from multiple supervisors on a daily bases to meet the needs of the department.
- Answering telephones, schedules appointments and prepares new shelf captions, as required, for our retail stores.
- Prepares closeout inventory reports (using Microsoft Office programs Outlook, Word, & Excel) for submittal to Commission plus printing regular and closeout sale tags for our retail stores.
- Creates documents, spread sheets, inputs and researches information from a data based program for marketing reports.
- Makes copies of all new wine price specifications filed for listing. These are distributed to vendors with code numbers and pricing.
- Maintains filing of vendor specifications alphabetically and removes obsolete information as required.
- Other related duties.

MINIMUM QUALIFICATIONS:

See Class Specification for appropriate minimum qualifications.

License/Certification: None Required

Special Qualifications: Must be proficient in MS Word, Excel, Outlook and must be familiar with operating typical office equipment.

DISCLAIMER STATEMENT:

The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURE:

The above is an accurate description of my position.

_____ _____

Employee's Name & Signature Date Reviewed

Supervisor's Name & Title: _____

_____ _____

Supervisor's Signature Date Reviewed

_____ _____

Division of Personnel Date Reviewed