ADMINISTRATIVE SECRETARY I

DISTINGUISHING FEATURES OF THE CLASS: This is secretarial work of a complex nature which involves some administrative responsibilities and may involve clerical processing duties. The secretarial/administrative duties, which distinguish this fourth level title in the clerical line, are similar to those performed by a Secretarial Assistant I or a Principal Clerk-Typist, but are characterized by some administrative duties and greater independence of judgment to reflect the kind and impact of the decisions and public contact involved. Typing, while required, does not denote the significant character of the job. The work generally is performed in coordination with a department head, and work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES: Responds to telephone calls, greets visitors and independently establishes office priorities; Makes decisions in handling day-to-day office situations (e.g. establishes appointments, prepares schedules and generally oversees office routine); Answers correspondence and composes letters; Maintains or supervises the maintenance of confidential and regular files; Prepares and coordinates a variety of reports; Answers difficult questions related to the activities of the office and general questions relating to the department as a whole; Coordinates work activities and assists with general administrative duties; Types from rough notes, copy, dictating machine, etc.; May coordinate the compilation of statistical data.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of correct English usage; thorough knowledge of office procedures and terminology; thorough knowledge of clerical practices; good knowledge of the principles and practices of office management; ability to type at a rate of fifty words per minute*; ability to prepare correspondence and reports from general instructions; ability to communicate effectively, both orally and in writing; ability to understand and carry out complex oral and written instructions; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five (5) years of office clerical or business experience, at least two (2) years of which involved non-routine and/or supervisory duties.

NOTES: 1. An Associate's degree in Business or comparable curriculum may be substituted for two (2) years of the required office clerical or business experience; or

2. A Bachelor's degree or higher in Business or comparable curriculum may be substituted for three (3) years of the required office clerical or business experience and one (1) year of the non-routine and/or supervisory duties.

PROMOTION: One (1) year of permanent competitive class status as a Secretarial Assistant I, Secretarial Assistant II, Secretary II, Principal Clerk Stenographer or Principal Clerk Typist.

*To be demonstrated during the probationary period.

R.C.D.P. (04.10.2001) 10.08.2015 - Job specification may be subject to further revision Competitive