

ADMINISTRATIVE SECRETARY*

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility to serve as an administrative secretary to a department head relieving them of administrative and business detail and resolving day to day operational problems. The secretarial duties 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);
Performs the more confidential aspects of the administrator's work including maintaining and processing personnel data and information such as evaluative reports, disciplinary proceedings, etc.;
Participates in administrative functions which may include processing personnel and payroll transactions, preparing and monitoring budgets, grants, contracts, billing or other fiscal matters;
Performs responsible secretarial tasks requiring knowledge of program policies and procedures;
Types from notes, answers correspondence and composes letters, memoranda, minutes of meetings, hearings and conferences and related material;
Maintains or supervises the maintenance of confidential and regular files;
Prepares and coordinates a variety of reports using statistical and narrative information;
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;
Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
May coordinate the compilation of basic 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 record dictation at a rate adequate for the needs of the department head or supervisor, if required^{**}; 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.

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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 status as a Secretarial Assistant I, Secretarial Assistant II, Secretary II, Principal Clerk, Principal Clerk Typist or Principal Clerk Stenographer.

*Positions titled Administrative Secretary I have been re-titled to Administrative Secretary.

**Candidates will be required to satisfactorily demonstrate proficiency in typing and stenography, if required, as a condition of the probationary term.