ADMINISTRATIVE SECRETARY

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 that of a Secretarial Assistant II or a Principal Clerk-Stenographer, 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. Stenography and typing, while required, do 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; Takes dictation and types from shorthand notes, copy, rough notes, etc.; 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 operate a standard alphanumeric keyboard and to record dictation at a rate adequate for the needs of the department head or supervisor*; 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. Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis.
2. Post high school education may be substituted for up to two (2) years of the required general experience on a one-for-one basis for business or secretarial curricula and on a two-for-one basis for any other curriculum.

PROMOTION: One (1) year of permanent status as a Secretarial Assistant II or Principal Clerk Stenographer.

(over)
Candidates will be required to satisfactorily demonstrate proficiency in typing and stenography as a condition of the probationary term.