

CONFIDENTIAL SECRETARY TO DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is difficult work of a secretarial nature involving a number of administrative duties. The work is performed under general supervision in accordance with specific policies and objectives, but permits the exercise of considerable independent judgment. Supervision may be exercised over a small number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Answers confidential correspondence independently and composes letters for official signature;

Makes appointments for superior and generally relieves him of office routine;

Maintains confidential and regular correspondence files;

Prepares or coordinates the preparation of a variety of reports and statistical data;

Coordinates work activities and assists with routine administrative or technical functions;

Reviews accounts, reports and other documents for completeness, accuracy and conformity with established procedures;

Operates an adding machine, calculator or, other office machines;

May type from copy, drafts, computations, dictaphone records, etc.;

May supervise the maintenance of office records, including professional or general libraries;

May schedule personnel and arrange for substitutes when necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of office management; working knowledge of supervisory techniques and administrative principles and practices; ability to prepare correspondence, reports and other materials from general instructions; ability to carry out complex oral and written instructions; ability to exercise independent judgment; ability to establish successful relations and communications with others.

MINIMUM QUALIFICATIONS: Qualifications determined by appointing authority.