

SECRETARY II

DISTINGUISHING FEATURES OF THE CLASS: This is secretarial work of a responsible nature which may involve clerical processing responsibilities. The secretarial duties, which distinguish this third level title in the clerical line, involve the use of independent judgment in the handling of non-routine situations and data and in the determination of priorities to assist administrator(s). Stenography and typing while required may not denote the significant character of the job. This work is essentially the same as that of a Secretarial Assistant I and a Secretarial Assistant II, except stenography is not required for the former position. The work is performed in coordination with administrator(s). Work direction may be given to lower level clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Intercepts telephone calls and visitors, and establishes priorities for submission to administrator(s);

Makes decisions in handling non-routine situations and data, establishes appointments and schedules, and generally relieves administrator(s) of office routine;

Takes dictation and types from shorthand notes, copy, rough notes, dictating equipment, etc.;

Answers routine correspondence and composes letters for official signature;

Maintains confidential and regular office records;

Prepares and/or coordinates a variety of reports and statistical data;

Answers moderately difficult questions related to the activities of the office;

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

Schedules personnel and arranges for substitute personnel;

Reviews accounts, reports, etc. for completeness, accuracy, and conformity with established procedures;

May operate a variety of office machines in the performance of clerical work, such as photocopy, calculator, data entry, word processing, microcomputer, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of correct English usage; good knowledge of office terminology and procedures; good knowledge of business arithmetic; ability to provide work guidance to others; ability to type at a rate of forty words per minute and to record dictation at a rate of ninety words per minute*; ability to prepare correspondence and reports from general instructions; ability to understand and carry out difficult oral and written instructions; ability to function in an unstructured situation; ability to establish successful relations and communications with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical or business experience, at least one (1) year of which involved supervisory and/or non-routine duties.

NOTES:

1. Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis.

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2. An Associate's degree may be substituted for two (2) years of the required general experience.
3. A Bachelor's degree or higher may be deemed fully qualifying.

PROMOTION: One (1) year of permanent competitive class status as a Secretary I.

*To be demonstrated during the probationary period.