

ADMINISTRATIVE SECRETARY

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible position involving the accurate performance of a wide variety of secretarial and administrative tasks as secretary to a department head. Incumbents in this class relieve the department head of administrative detail and of contacts which should more appropriately be made with subordinates. The class differs from that of Secretary by virtue of increased responsibility and degree of confidentiality inherent to the respective departments. Work is performed under the general supervision of the department head, with considerable leeway allowed in the exercise of independent judgment. Supervision may be exercised over the work of lower level personnel.

TYPICAL WORK ACTIVITIES:

1. Relieves the department head of a variety of administrative responsibilities;
2. Uses discretion in dealing with a variety of confidential information;
3. Makes appointments for department head, arranging conferences and meetings;
4. Reviews incoming correspondence, answering routine inquiries independently or from brief or written notes;
5. Attends meetings and conferences, takes minutes, prepares summaries of meetings;
6. Establishes and maintains filing systems;
7. Operates office equipment such as word processors, copy machines, calculators, etc.;
8. Uses electronic data processing equipment in the storage and retrieval of information;
9. Orders and maintains supplies;
10. May assist in the preparation of the department budget;
11. May supervise clerical employees,
12. May assist in interviewing and selecting clerical employees;
13. May assemble and summarize a variety of information including statistical data;
14. May complete special projects and studies at the department head's request;
15. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business English and arithmetic; ability to carry out administrative details independently; ability to compose routine correspondence; ability to operate a keyboard at not less than 35 words per minute; ability to understand, remember, and interpret numerous laws, rules, and regulations pertinent to the activities of the department; ability to maintain confidentiality and exercise discretion in regard to the activities of the department; ability to maintain neat and legible records; ability to supervise and coordinate the work of others; ability to understand and carry out complex oral and written directions; ability to learn the use of electronic data processing equipment; ability to perform complex arithmetic operations accurately and quickly; ability to prepare reports; resourcefulness; initiative; patience; tact and courtesy; physical condition commensurate with the demands of the position.

ADMINISTRATIVE SECRETARY (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND:**

EITHER: (A) Completion of two (2) years of college or business school or secretarial school with major course work in Secretarial Science or a closely related field and three (3) years of full-time clerical work experience which included the performance of skilled keyboarding duties;

OR: (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of the experience described in (A) above;

OR: (C) An equivalent combination of the training and experience described in (A) and (B) above.

SPECIAL REQUIREMENT:

Candidates must indicate keyboarding ability; i.e., courses in typing or skilled keyboarding work experience.

CL4413

ADOPTED: 05/15/96

REVISED: 10/14/97