

## **ADMINISTRATIVE SECRETARY**

### **DEFINITION**

Under general supervision, organizes and coordinates the clerical support functions of a specified bureau or unit; may provide lead direction and work review to assigned staff and/or perform and coordinate specialized secretarial work; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is the lead and/or specialist level in the Secretary series. In bureaus and units with additional support staff, incumbents may serve in a lead capacity and direct the work of assigned staff. Incumbents are also responsible for coordinating and organizing clerical work performed for a number of professional or managerial staff, and for training and assisting staff in clerical practices and procedures and the use of modern office equipment. This class is distinguished from the Executive Secretary in that the latter performs the highest-level secretarial duties for a division director or higher executive-level classification.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Formats, types, and proofreads a variety of documents, such as correspondence, manuscripts, program materials, contracts, grants, proposals, tables, charts, and graphs; transcribes dictation.
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and correct English usage, including spelling, grammar, and punctuation.
- Drafts correspondence; initiates specified correspondence independently for signature by appropriate staff.
- Organizes and maintains various files; purges files as needed.
- Coordinates the preparation and provision of materials and binders for meetings and programs.
- Follows up on projects, transmits information, and keeps informed of unit and organizational activities.
- Researches and compiles a variety of information, maintains records, and prepares periodic and special reports.

- Schedules and arranges for meetings; makes room reservations, prepares agendas, and takes and disseminates minutes; makes travel arrangements.
- Prepares and processes expense and travel claims; monitors bills for payment and keeps financial records.
- Performs small photocopying jobs; maintains photocopier and office supplies.
- Prepares mailings; stuffs envelopes; prepares mailing labels; distributes mass mailing materials.
- Opens, sorts, and distributes incoming mail.
- Receives and screens visitors and telephone calls; serves as relief receptionist.
- Operates a variety of office equipment.

### **WORKING CONDITIONS**

- Must be available to work overtime and on weekends and holidays.
- May be required to travel statewide as necessary to provide on-site support.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Basic supervisory principles and practices.
- Secretarial and administrative office practices and procedures, including filing, business letter writing, and the standard format for typed materials.
- The operation of standard office equipment.
- Correct business English, including spelling, grammar, and punctuation.
- Record-keeping principles and practices.
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, and desktop publishing.

#### **Ability to:**

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Train others in policies and procedures related to work.
- Provide varied secretarial and administrative assistance to professional and managerial staff.
- Type at a net rate of 55 words per minute.
- Accurately take minutes and transcribe dictation.
- Safely operate a variety of standard office equipment.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and desktop publishing.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Licenses and Certificates:**

None.

**Education and Experience:**

Equivalent to graduation from high school and three years of secretarial experience that included organizing and coordinating secretarial and administrative support functions.

OR

One year as a Secretary II with the judicial branch.