

EXECUTIVE SECRETARY

DEFINITION

Under general supervision and based on the needs of the organization, provides varied, complex, and often confidential secretarial and office administrative assistance to an executive. May provide lead direction and work review to assigned staff performs related work as assigned.

CLASS CHARACTERISTICS

This specialized level in the Secretary series is responsible for organizing and managing specified administrative tasks for an executive. May be asked to serve in a lead capacity and direct the work of assigned staff. Incumbents also organize, coordinate, and ensure successful completion of specifically determined projects and assist with any executive secretarial duties.

EXAMPLES OF DUTIES (*illustrative only*)

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- Provides complex administrative and secretarial support to an executive.
- 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.
- Organizes and coordinates assigned administrative projects.
- Participates in effective meeting planning and coordination.
- 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 summarizes meeting results as requested.
- Prepares and processes expense and travel claims; 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.

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:

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- 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.
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, and desktop publishing.
- Correct business English, including spelling, grammar, and punctuation.
- Record-keeping principles and practices.
- Organizational policies and procedures.

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 managerial and executive staff.
- Diplomatically communicate with executive-level individuals both within and outside the agency; demonstrate proper protocol when dealing with government officials.
- 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 two years of administrative experience that included organizing and coordinating secretarial and administrative support functions for managers.

OR

One year as an Administrative Secretary or two years as a Secretary II with the judicial branch.