

SECRETARY

01760
(Exempt)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for performing clerical and stenographic work of a responsible and confidential nature for a Department head. An employee in this class is responsible for the performance of difficult and complex stenographic and clerical tasks to relieve a department head of normal administrative detail. Work is performed in accordance with general instructions received from an administrative superior, with considerable leeway permitted for the exercise of independent judgment. General supervision may be exercised over the work of clerical subordinates. Incumbents may be required to successfully pass a background check. Does related work as required.

TYPICAL WORK ACTIVITIES

Acts as a personal and confidential secretary to a division or department head.

Independently composes and types routine correspondence, applying a knowledge of departmental regulations and operations.

May supervise a staff of clerical and stenographic employees engaged in performing routine duties, keeping various clerical records and typing reports related to departmental operations.

Takes and transcribes dictation of letters, articles, memoranda and other materials.

Screens telephone calls, correspondence and personal callers of the department or division head.

Coordinates and arranges appointment schedules and reservations for an administrative official.

Compiles and types various monthly and annual statistical reports.

Operates word processing, mimeograph, computing, calculating and other office machines.

Requisitions and maintains a stock level of office supplies and keeps related records.

Maintains the departmental budget and accounts.

Act as a liaison for the department head with the general public.

Act as a receptionist, giving out routine information on policy and procedure.

Prepares, maintains, and files various department policy and procedure manuals and related records.

Prepares correspondence and reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of office terminology, procedures and equipment.

Good knowledge of business arithmetic and English.

Good knowledge of the principles of office management and supervision.

Ability to deal tactfully with government officials and the general public.

Ability to take and transcribe dictation at a satisfactory rate of speed.

Ability to type accurately at a satisfactory rate of speed.

Ability to supervise the work of others.

Ability to understand and carry out complex oral and written directions.

MINIMUM QUALIFICATIONS

There are no minimum qualifications for this position established under Civil Service. Any position requirements are set by the appointing authority or are found in applicable statute.