

ADMINISTRATIVE SECRETARY II

NATURE OF WORK IN THIS CLASS:

This is secretarial work involving the full range of secretarial and office management duties and also includes two special requirements:

1. Taking official minutes and summarizing the proceedings and recommendations of official Boards and Commissions. Such duties require that secretaries in this class be able to follow the happenings of such proceedings, summarize the proceedings and recommendations in their own words, and provide the correct grammar, punctuation, paragraphing, form and style appropriate to such proceedings utilizing significant judgment in the choice of phrasing, content, and style; and
- 2a. Working with and interpreting complex rules, regulations, codes, or other legal guidelines intrinsic to the operation of the department which would require several months to learn; or
- 2b. Serving as a secretary to a department head of a very large and complex organization with many units and subdivisions, such as the University, which requires a lengthy (2-3 months) orientation time to learn its organizational structure and the various functions so that the secretary can exercise judgment in resolving complaints and problems giving information, and coordinating activities utilizing such knowledge.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Takes and transcribes minutes of official Board or Commission meetings; summarizes proceedings and recommendations, and types parts of proceedings verbatim; prepares agendas; gathers related material and may summarize previous proceedings and actions to prepare Board(s) or Committee(s) for meetings.

Obtains procedural guidance and interprets and provides information from complex rules, regulations, laws, ordinance, codes, or other official material, using such material independently to obtain needed information.

Receives visitors and complainants and determines their problems and complaints; determines appropriate resources to solve such problems and complaints and recommends that visitors refer to the appropriate division, unit or individual within a large and complex organization to solve their problems or obtain pertinent information.

Takes and transcribes a variety of correspondence, reports, and other material.

Reviews reports correspondence, and other materials for correct grammar, punctuation, and correctness and makes or recommends changes.

Develops and implements office management procedures, practices, and systems.

Assists in the preparation of reports and maintenance of records.

Maintains appointment calendar and makes reservations and arrangements.

Independently handles office details and prepares material for meetings for superior; performs routine secretarial work as required.

May supervise a few clerical assistants.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of standard Business English, spelling, punctuation, and grammar.

Knowledge of standard secretarial practices and procedures.

Ability to learn complex laws, codes, or similar official rules and regulations and be able to refer to them independently for procedural guidance and to provide pertinent information.

Ability to perform office management functions for a complex office and to design or modify and implement appropriate office practices, procedures, and systems.

Ability to use initiative and judgement in handling office matters for the superior.

Ability to exercise good judgement, courtesy, and tact in receiving callers, in giving and obtaining information, and in making proper disposition of problems.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

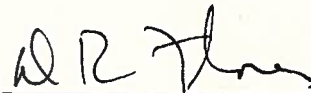
Ability to supervise the work of others.

Skill in taking and transcribing a variety of oral dictation, including official board or committee meetings and other standard and complex business material and in typing accurately at a prescribed rate of speed.

MINIMUM EXPERIENCE AND TRAINING:

- A) Two years of secretarial experience, completion of a one-year secretarial diploma course (w/shorthand)--66 quarter hours-- and graduation from high school; or
- B) Three years of experience in stenographic and office clerical work, two years of secretarial experience, and graduation from high school; or
- C) One year of secretarial experience, and graduation from a recognized college with an Associate's degree in secretarial administration (w/shorthand); or
- D) Any equivalent combination of experience and training which provides the minimum knowlege, abilities and skills.

ESTABLISHED: July 1980



DAVID R. FLORES
Executive Director, Civil
Service Commission