

ADMINISTRATIVE SECRETARY I

NATURE OF WORK IN THIS CLASS:

This is secretarial work involving the full range of secretarial and office management duties, including several additional job requirements necessitating the use of initiative and judgment, such as interpreting complex rules, regulations, and guidelines; being responsible for involved and complex office management responsibilities including the review and modification of office management systems and practices; working within complex organizational guidelines and interrelationships; or working with complex specialized legal or scientific terminology.

Employees usually work for a department head or large division administrator in an office setting which is dynamic and presents a variety of changing situations and job demands. The secretary is allowed to participate to a great extent as a personal assistant and exercise considerable judgment in handling the variety of situations which occur, present opportunities for the secretary to save time of the superior through the use of knowledge of the operations, purpose, and services of the department, its relationships to the overall government structure, other departments and units, and the policies and preference of the superior.

The secretary is responsible for the correct punctuation, capitalization, spelling, grammar, and format of the material transcribed and for the proper placement or arrangement of all typed material which can involve complicated spacing problems in arranging tabular or other non-narrative material to conform with highly stylized and complex format requirements.

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

Develops and implements procedures for expediting the flow of clerical work through the executive's office by coordinating clerical and stenographic activities; sets up and maintains technical, legal, or other specialized and general files.

Takes and transcribes a variety of correspondence, reports, minutes of meetings, scientific manuscripts, and reports, and other materials.

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

Maintains a variety of office records and reports; assists in the preparation of budget and summaries.

Receives visitors or callers and provides information or channels complaints or inquiries to proper sources requiring a detailed knowledge of the organizational structure and relationships of the unit, the services of the department and its units, and the preferences and policies of the superior; uses judgment in handling problems.

Acts in liaison capacity for the executive for internal and external contacts.

Maintains appointment calendar for superior; arranges conferences and meetings; makes travel or other reservations or arrangements; handles various details on own initiative.

Collects and organizes data and material required for superior.

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

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

Ability to learn and apply the organizational and procedural guidelines of the office.

Ability to exercise good judgment, 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.

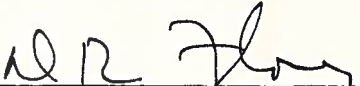
Ability to maintain records and prepare reports.

Skill in taking and transcribing a variety of oral dictation involving complex business material and in typing accurately at a prescribed rate of speed.

MINIMUM EXPERIENCE AND TRAINING:

- A) One year 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, one year of secretarial experience, and graduation from high school; or
- C) 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 knowledge, abilities and skills.

Established: July 1980



DAVID R. FLORES
Executive Director,
Civil Service Commission