

**ADMINISTRATIVE SECRETARY****Nature of Work**

Under general direction, performs advanced level work by assuming responsibility for adjunctive administrative duties under the guidance of an administrator. Applies in-depth knowledge of program areas, the mission of the division, and the administrator's jurisdiction, policies and views. Provides support services to administrator by supplying specific information, composing reports and correspondence, and taking initiative to recommend actions, or by taking action in modifying and/or improving unit procedures, policies, rules and regulations. Depending on size of organizational unit, may offer some clerical support to administrative superior, often in matters which must remain confidential. Typically performs administrative support for an agency/division administrator. Performs related work as required.

**Distinguishing Characteristics**

The paraprofessional work at this level is generally confidential and requires a working knowledge of program areas within the division or organizational unit to which assigned. Administrative support duties are predominant; clerical/secretarial duties typically comprise less than 20% of work time.

**Examples of Work**

- Attends meetings for supervisor to take notes and offer input vis-a-vis supervisor's views, or is briefed on meetings after the fact in order to assist the implementation of new procedures.
- Studies and analyzes operational procedures; prepares reports of findings and recommendations for implementation of new procedures or the modification of existing procedures.
- Collects and prepares operating reports such as time and attendance records, terminations, new hires, transfers, budget expenditures, and statistical inquiries.
- Receives telephone calls, personal callers and incoming mail.
- Makes arrangements for conferences, including date, time, location and space.
- Plans, schedules, assigns, and reviews the work of other employees.
- Oversees office services such as the completion of maintenance reports, ordering of supplies, filing.
- Supplies administrator with specific detailed information for completion of reports, speeches, etc.
- Types a variety of documents, often confidential in nature.
- May conduct initial job interviews and recommend candidates for employment.
- May monitor particular programs, draft reports on programs status, assist in applications for grants or outside monies, and draft correspondence for division heads concerning the programs areas.
- May delegate work to other sections.
- May write news releases and otherwise interact with the public on behalf of or in lieu of the administrator.

**ADMINISTRATIVE SECRETARY (CONT'D)****Knowledge, Skills and Abilities**

Knowledge of division rules, regulations and procedures.  
Knowledge of modern office practices.  
Ability to write and maintain detailed records.  
Ability to retrieve and compile information from multiple sources to complete assignments.  
Ability to draft correspondence dealing with routine inquiries or specific inquiries regarding the status of program areas.  
Ability to communicate effectively with superiors, subordinates, other division personnel and the general public.  
Ability to analyze operational procedures and prepare reports of findings and recommendations for modifications.  
Ability to perform basic mathematical operations.  
Ability to type and operate a variety of office machines.

**Minimum Qualifications**

\_\_\_ TRAINING Graduation from a standard four-year high school or the equivalent.  
EXPERIENCE Six years of full-time or equivalent part-time paid experience in secretarial work, two years must have included administrative support or complex clerical duties.  
SUBSTITUTION Successful full-time study in an accredited college or university, or resident business or vocational school training may be substituted through an established formula for the required experience.

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