



ADMINISTRATIVE SECRETARY

FC: AG-100
PG: SEC III

PC: 071
BU: 02, 09 (SEIU, NR)
October 1987

DEFINITION

Under direction, provides varied, complex and often confidential secretarial and office administrative assistance to a department manager and associated supervisory and professional staff; performs related work as assigned.

CLASS CHARACTERISTICS

This class is distinguished from other District secretarial classes in that the nature, diversity and scope of responsibilities originating from this management level require the frequent use of discretion, initiative and independent judgment. Responsibilities include contact with federal, state and local government officials, the public, consultants, representatives of business or community organizations, members of the Board of Directors and all levels of District personnel to exchange information and explain administrative policies and procedures.

EXAMPLES OF DUTIES

1. Receives and screens visitors and telephone calls, providing information which may require the use of judgment and interpretation of policies and procedures.
2. Researches, compiles and summarizes a variety of informational materials.
3. Sorts mail received by administrative staff and attaches pertinent back-up materials, responds to informational requests, and drafts preliminary responses; types drafts and a wide variety of finished documents from stenographic notes, brief instructions or prior materials; uses word processing equipment and inputs and retrieves data from an on-line or personal computer system.
4. Initiates specified correspondence independently for signature by appropriate staff; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures and appropriate English usage.
5. Organizes and maintains various administrative, reference and follow-up files; relieves manager and supervisors of certain administrative matters by maintaining a tickler file and following-up on projects, transmitting information, keeping informed of pertinent activities, making appointments and maintaining a calendar, scheduling and arranging for meetings and making travel arrangements.

6. Organizes own work, sets priorities and meets critical deadlines; may act as a notary public.

QUALIFICATIONS

Knowledge of:

Standard office administrative and secretarial practices and procedures, including business letter writing and the operation of common office equipment. Basic organization and function of public agencies, including the role of an elected Board of Directors. Record keeping, report preparation and filing methods. Correct English usage, including spelling, grammar, punctuation and vocabulary. Basic business arithmetic. The operation of word processing and personal computer equipment.

Skill in:

Providing varied and responsible, and often confidential secretarial and office administrative assistance to top level management and administrative staff. Using initiative and independent judgement within established guidelines. Using tact, discretion and prudence in establishing and maintaining effective working relationships with those contacted in the course of the work. Analyzing and resolving office administrative situations and problems. Researching, compiling and summarizing a variety of informational materials. Composing correspondence independently or from brief instructions. Maintaining accurate records and files. Typing at a rate of 50 net words per minute from printed copy and using word processing equipment effectively. Organizing work, setting priorities, meeting critical deadlines and following-up assignments with a minimum of direction.

NOTE: Specific positions may require skill in taking dictation by hand or stenographic machine at a rate of 90 words per minute and transcribing it accurately.

MINIMUM QUALIFICATIONS

Equivalent to graduation from high school and four (4) years of responsible secretarial or office administrative experience. Business or secretarial school training and experience in dealing with governmental and business officials is desirable.