Title: Administrative Secretary 1

Pay Scale Group: 28

Essential Function

Under general supervision, relieve supervisor of routine administrative tasks; assume responsibility for administrative functions in supervisor’s absence, prepare documents from computer, oral instructions; proof copy and make corrections.

Characteristic Duties

1. Relieve supervisor of routine administrative tasks (e.g., prepare reports and/or correspondence; review reports; analyze information and prepare summaries; prepare responses to inquiries and/or complaints; prepare budget narrative; coordinate work schedules; represent supervisor at meetings or conferences with other agencies and/or general public; aid in implementation and formation of programs and/or special projects; provide information and prepare reports to aid in decision making); assume responsibility for administrative functions in supervisor’s absence.

2. Prepare documents (e.g., correspondence reports minutes of meetings, tables, graphs and/or charts) from oral instruction and/or other means; proof copy and make corrections.

3. Keep time/and or attendance records; maintain appointment schedule; prepare travel vouchers; make travel arrangements; process bills for payment; maintain inventory records; organize meetings.

4. Maintain inventory of general office supplies and order as needed; maintain correspondence logs; screen and direct calls; maintain files and retrieve information; act as receptionist; open, sort and distribute mail.

5. Perform related duties based on departmental need.

Unusual Working Conditions

• N/A

Minimum Qualifications

• High school diploma with a concentration in Secretarial Science and 18 months secretarial experience; or high school/GED certification and 24 months secretarial experience; or an Associate’s degree in secretarial science or related field, i.e., business or office practices. Must be proficient in Microsoft Word or equivalent. Must be able to type 40 wpm.

Last updated: February 2001

An affirmative action/equal opportunity institution