Title: Administrative Secretary 2

Pay Scale Group: 30

Essential Function

Under general supervision from supervisor, director, or other administrator, relieve same of non-routine administrative tasks; assume administrative responsibility and authority in administrator’s absence, prepares documents from rough written copy and oral instruction; proofs copy and make corrections.

Characteristic Duties

1. Relieve administrator of non-routine administrative tasks (e.g., assists in coordination of programs; coordinate activities within department; make written and/or oral presentations; review clerical procedures and recommend changes; serve as liaison within agency, or other governmental agencies and officials, and general public; communicate decisions, assignments and directives to appropriate staff; recommend disposition of operational problems and oversee implementation upon approval; monitor fiscal expenditures and purchases; participate in formulation of policies and program development; train personnel on office policies and procedures); and assumes administrative responsibility and authority in administrators absence.

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

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

4. Maintain files and retrieve information; screen and direct calls; maintain inventory and issue office supplies.

5. Assist in recruiting and training of clerical personnel when assigned.

6. Perform related duties based on departmental need.

Unusual Working Conditions

- N/A

Minimum Qualifications

- High school diploma with a concentration in Secretarial Science and 2 years experience; or high school/GED certificate and 3 years secretarial experience; or an Associate’s degree in Secretarial Science or related field, i.e., business or office practices and six months secretarial experience. Must be proficient in Microsoft Word or equipment. Must be able to type 40 wpm.