Classification Specification for Classified Service

Title: Administrative Secretary 2-9 Pay Scale Group: 64

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, prepare documents from rough written copy and oral instruction; proof 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 equivalent; must be able to type 40 wpm.