

## ADMINISTRATIVE SECRETARY

**Distinguishing Features of the Class:** This position involves responsibility to serve as an administrative secretary to a department head relieving them of administrative and business detail and resolving day to day operational problems. This work involves responsibility for performing difficult and complex secretarial tasks for an administrative head of a county agency or administrative unit. The work can be characterized as involving increasingly responsible secretarial tasks requiring a high degree of mature judgment and knowledge of program policies and procedures. Work is performed in accordance with general instructions received from a superior with considerable leeway for independent decisions in carrying out assignments. Supervisory responsibilities may be delegated or assigned the employee which will be executed within well defined limits. The incumbent does related work as required.

### **Typical Work Activities:**

- Acts as a personal secretary to an administrative head to a large unit, agency or department, including the composition of letters in reply to routine inquiries for information.
- Performs the more confidential aspects of the administrator's work including maintaining and processing personnel data and information such as evaluative reports, disciplinary proceedings and health problems;
- Functions as an intra-agency and inter-agency functionary when so authorized by the administrator;
- Schedules and arranges meetings, conferences and appointments and confidential personnel matters;
- Coordinates the maintenance of and prepares agency financial, payroll, personnel and attendance records or reports;
- Designs, sets up and maintains files of correspondence, documents and records related to the activities of the agency;
- Screens callers or visitors to determine the nature of the inquiry answer questions on established policy and procedure and/or refers to appropriate party or office;
- Prepares reports using statistical and narrative information;
- Prepares correspondence, memoranda, reports, minutes of meetings and contracts using a personal computer;
- Opens, reviews, sorts and prioritizes incoming mail, researches and attaches appropriate background material to correspondence;
- Orders office supplies and maintains inventory of supplies and equipment;
- Trains and instructs new personnel regarding specific office procedures, practices or policies;
- May maintain office records on procedures unique to the administrator's office or department;
- Tracks archival records in records center;
- Operates a personal computer, peripheral equipment and other related office machines.

**Administrative Secretary continued****Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

- Thorough knowledge of secretarial practices.
- Good knowledge of the principles and techniques of office practices and procedures and clerical processing;
- Good knowledge of the organization, functions policies and regulations, and terminology of the agency to which assigned;
- Skill in typing at an acceptable rate of speed;
- Ability to handle administrative details independently including the composition of letters, memoranda and reports;
- Ability to maintain related systems records and prepare written or statistical reports;
- Ability to provide training and instruction to new personnel on office practices and procedures;
- Ability to understand and interpret written material;
- Ability to summarize information in both narrative and numerical form;
- Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases;
- Ability to express oneself clearly and concisely both orally and in writing;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
- Initiative and resourcefulness;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

**Minimum Qualifications: (EITHER)**

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associate's degree in secretary science or a related field and one year of secretarial or clerical experience in administrative office support which involved using a personal computer; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and three years of experience as defined in (A); **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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CLASS:       COMPETITIVE