

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **EXECUTIVE SECRETARY**

### **Basic Purpose:**

Positions in this job are responsible for performing advanced secretarial duties.

### **Typical Functions:**

- Opens, scans, or reads and distributes mail; composes official correspondence for supervisor's signature, handles routine correspondence.
- Screens telephone calls; provides information or refers callers to appropriate staff members; answers inquiries.
- Arranges for special conferences and meetings; maintains supervisor's calendar, advising of commitments; arranges for travel itinerary and accommodations; prepares and submits travel claims and expense accounts.
- Independently researches, locates, assembles, collates, edits, and summarizes materials, information, and data for administrative consideration for action; takes and transcribes dictation of confidential, technical or legal material requiring a high degree of accuracy; records and transcribes proceedings of meetings and conferences.
- Maintains inventories of supplies and materials, and may maintain basic budgets or accounts.

### **Knowledge, Skills, and Abilities:**

Knowledge of procedures and techniques of business communications; of spelling, punctuation, business English; of office practices; of record maintenance; of modern office methods; of protocol and office etiquette. Ability to maintain effective working relationships; to maintain confidentiality; to interpret and handle routine matters in accordance with department policy; and to follow oral and written instructions.

### **Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Four (4) years of experience providing advanced clerical support.