

SECRETARY, #E24

BASIC PURPOSE:

Positions in this job family are assigned responsibilities for performing confidential secretarial duties for an agency official or administrator.

TYPICAL FUNCTIONS:

The functions within this job family will vary by level, but may include the following:

- Opens, scans or reads and distributes mail; composes official correspondence for supervisor's signature, disposes of routine correspondence.
- Screens telephone calls; provides information or refers callers to appropriate staff members; answers inquiries.
- Receives visitors; answers inquiries personally or refers to appropriate official.
- 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 account.
- Independently researches, assembles and summarizes material, information and data for administrative board or commission consideration and 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.
- Appears before legislative committee hearings either alone or in the company of supervisor to present facts relative to agency programs, mission and/or budget; drafts proposed legislation; proposes budget items; confers with administrators on matters of staffing, budget and purchasing and contracts and/or policy.
- Supervises administrative or clerical assistants.

LEVEL DESCRIPTORS:

The Secretary job family consists of five levels which are distinguished based on organizational and reporting structure. The following definitions of administration/management apply:

First Level Managers - Are individuals who have supervisory staff reporting to them.

Mid Level Managers - Are the individuals who have supervisory responsibility over first-level managers.

Assistant Director - The second level of administration within an agency or subagency.

Administrator of a major service area - The head of a major agency function as defined by the overall mission and goal of the agency.

Assistant administrator of a major service area - An assistant to the head of a major agency function as defined by the overall mission and goal of the agency.

Two primary sources for defining major service or program areas are organizational charts and agency mission as defined by statutes or the agency administration.

LEVEL I CODE: E24A SALARY BAND: F

At this level employees perform confidential secretarial duties for a first-level manager.

Knowledge, Skills, and Abilities required at this level include knowledge of the procedures and techniques of business communications; of spelling, punctuation, business English, and office methods and computer operations and of business arithmetic and public relations. Skill is required to type accurately from a plain copy at a rate of forty words per minute. Ability is required to handle confidential work with tact and discretion; to exercise judgment in interpreting and applying rules or policy; and to establish and maintain working relationships with others.

Education and Experience requirements at this level consist of two years of clerical office work or an equivalent combination of education and experience.

LEVEL II CODE: E24B SALARY BAND: G

At this level employees perform confidential secretarial work for a mid-level manager.

Knowledge, Skills, and Abilities required at this level are the same as those identified in Level I.

Education and Experience requirements at this level consist of those identified in Level I plus one additional year of qualifying experience.

LEVEL III CODE: E24C SALARY BAND: H

At this level employees perform confidential secretarial work for the assistant administrator of a major service area; may direct the work of other technical/clerical employees.

Knowledge, Skills, and Abilities required at this level are the same as those identified in Level II plus ability to type accurately from plain copy at the rate of fifty words per minute and provide direction to other technical/clerical employees.

Education and Experience requirements at this level consist of five years of clerical office work, including two years as an office manager, executive assistant or as a confidential secretary, or an equivalent combination of education and experience.

LEVEL IV CODE: E24D SALARY BAND: I

At this level employees perform confidential secretarial work for the administrator of a major service area; may direct the work of other technical/clerical employees.

Knowledge, Skills, and Abilities required at this level are the same as those identified in Level III.

Education and Experience requirements at this level consist of six years of clerical office work, including three years as an office manager, executive assistant or as a confidential secretary, or an equivalent combination of education and experience.

LEVEL V CODE: E24E SALARY BAND: J

At this level employees perform confidential secretarial work for an assistant or associate director of an agency; and may direct the work of other technical/clerical employees.

Knowledge, Skills, and Abilities required at this level are the same as those identified in Level III plus knowledge of supervisory principles and practices.

Education and Experience requirements at this level consist of those at Level IV.