

## **ADMINISTRATIVE SECRETARY**

### **DEFINITION**

Under direction, performs a wide variety of administrative and secretarial duties which require a substantial degree of autonomy; positions serve as a personal assistant to a department head or major division chief and perform auxiliary duties and responsibilities of the manager; incumbents may supervise a clerical staff engaged in varied assignments; and performs other work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the highest level in the Secretarial series. Incumbents in this class independently perform administrative assignments which require analysis and adaptive thinking. Incumbents at this level of the series are expected to work with a greater degree of autonomy.

Administrative Secretary is distinguished from the next lower class of Senior Secretary in that the latter performs administrative assignments from standard policies and procedures which guide the employee in planning and layout of work. Incumbents in the Senior Secretary class perform limited analyses and work with less autonomy than Administrative Secretaries.

Administrative Secretary is distinguished from the Administrative Service Officer series by the secretarial nature of the duties in that assignments performed are in support of and auxiliary to the work of the supervisors.

### **EXAMPLES OF DUTIES**

1. Sets priorities, researches, compiles and organizes information for supervisor's use in completing reports, special projects, etc; follows up on projects initiated by supervisor to assure their completion.
2. Using discretion, monitors supervisor's day-to-day activities and schedules. Exercises considerable judgments in committing the supervisor's time; clears conflicts; arranges travel itineraries and makes reservations. Arranges appropriate meeting and conference accommodations to properly receive guests.
3. Acts in a liaison capacity between the supervisor, his staff and representatives from other departments, agencies, and the public in situations often involving problem solving or discussion and persuasion to gain concurrence and cooperation.
4. Supervises other clerical and/or secretarial staff, trains other employees in departmental procedures and processes. Develops, recommends and implements changes in procedures aimed at greater effectiveness and efficiency.
5. Screens office visitors, phone calls and correspondence, establishes priorities and refers to appropriate staff member.
6. Assists in the preparation of departmental agenda items for presentation to Board of Supervisors.
7. Assembles agendas, prepares meeting files, records and transcribes minutes of meetings, commissions or committees.
8. Organizes and maintains files and records.
9. Prepares correspondence either independently or from written copy, transcription or brief instructions.

## Administrative Secretary

10. May assist in preparation of the annual budget; keep, compile and interpret budget expenditure information. May monitor grant programs, maintaining all appropriate files and assuring compliance with all grant requirements.
11. May act as departmental personnel liaison performing support duties relative to recruitment, benefits administration and personnel transactions.

### **QUALIFICATIONS**

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

#### **Knowledge and Skills:**

Thorough knowledge of

1. Correct grammar, rules of punctuation and spelling
2. Proper format for business correspondence and form
3. Filing systems, including indexing and cross-reference methods
4. Complex bookkeeping and record keeping methods
5. Office management and organizational methods

#### **Skill to:**

1. Research and analyze information gathered in order to compose reports or special projects
2. Read, interpret and apply laws, ordinances and departmental procedures
3. Organize, delegate and evaluate the work of subordinate employees
4. Analyze, evaluate and resolve potentially sensitive issues through discussion and persuasion in order to gain concurrence and cooperation
5. Establish and maintain constructive and harmonious relationships with department heads, elected officials and the general public
6. Operate a variety of office equipment such as typewriters, Dictaphone, calculator and personal computer
7. Type a minimum of 50 words per minute
8. Take and transcribe verbatim dictation may be required for some positions.

**EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING**

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Experience:

EITHER

Five years of experience performing increasingly responsible clerical duties. Some positions may require experience including leadworker responsibility

OR

Two years in the class of Senior Secretary with Monterey County.

**CLASS HISTORY**

Class Code: 80A33  
Established Date: August, 1981  
Revised Date: August, 1985  
Former Title: (New)

**CLASS DATA**

Job Group: 17  
EEO Category: OC  
Work Comp. Code: 8810  
Bargaining/Employee Unit: J  
FLSA: C  
MOCO OT: Y

Prepared by: LJT 8/8/85

Approved by:

/s/ Jana H. Jagoe  
County Administrative Office

\_\_\_\_\_  
Date