

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31206
Job Class Code:	020	Salary Schedule:	ASRRSECY
EEO Category:	06	Grade:	11
Workers Comp Code:	8810		

Job Code Established:	09/08/86	Effective Date:	
Job Code Revised:	10/01/98	Effective Date:	

JOB CODE SERIES: Secretary Series

JOB CODE TITLE: SECRETARY

HRIS TITLE: SECY

CHARACTERISTICS OF THE CLASS: Typically reports to a professional or first line supervisory position. Authority to make decisions regarding meeting scheduling and logistics; to exercise limited judgment in screening and routine mail; to determine most attractive format for typed materials; to schedule and prioritize work assignments, within established time frames. No unusual work conditions. Performs general secretarial functions of average difficulty for one or more persons; may take and transcribe dictation through shorthand or transcription equipment; routinely performs advanced typing duties; maintains office files; may supervise or serve as lead worker over lower level clerical staff.

EXAMPLES OF DUTIES: Sets up and types difficult and complex reports. Screens incoming correspondence and routes to appropriate member of staff for reply. Takes and transcribes dictation through the use of shorthand or transcription equipment. Types letters and memos from notes or rough drafts with considerable latitude regarding format. Maintains and updates files of correspondence, records, and reports. Screens phone calls and visitors, answers inquiries, or refers to appropriate staff members for actions. Researches files to obtain specific information. May attend meetings and conferences in order to take summary notes and prepare minutes. May sometimes work with material of a technical and/or confidential nature. May operate word processing or other automated office equipment. Performs related work as required.

WORK RESULTS/PRODUCTS: Accurate and timely typing of correspondence, memos and reports; accurate and efficient file maintenance; accurate and efficient maintenance of staff calendar(s); accurate and appropriate mail screening distribution.

RESPONSIBILITY: for timely and efficient completion of assigned reports, memos and correspondence; for appropriate scheduling of meetings; for assigning and reviewing work activities of lower level clerical staff.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: complex office and clerical procedures and practices; office policies and procedures sufficient to perform limited discretionary tasks; business English, spelling, and mathematics; styles and formats of correspondence, reports, and memos; shorthand or the use of transcription equipment; methods and procedures used in researching files to gather and/or update information.

Skill in: operating keyboard; operating transcription equipment.

Secretary

Job Code ACV31206

Ability to: follow written and verbal instructions; set up and type complex reports; collect and organize data; screen and route incoming correspondence and requests; ability to take/transcribe dictation through shorthand or the use of transcription equipment; deal with the public using appropriate tact and resourcefulness; oversee a small group of clerical employees.