

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV31211</b>
<b>Job Class Code:</b>	<b>020</b>	<b>Salary Schedule:</b>	<b>ASRRADSEC</b>
<b>EEO Category:</b>	<b>06</b>	<b>Grade:</b>	<b>12</b>
<b>Workers Comp Code:</b>	<b>8810</b>		

<b>Job Code Established:</b>	<b>03/22/86</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>10/01/98</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Administrative Secretary Series

**JOB CODE TITLE:** ADMINISTRATIVE SECRETARY I

**HRIS TITLE:** ADMV SECY I

**CHARACTERISTICS OF THE CLASS:** Typically reports to a professional or managerial position. Authority to make decisions regarding routine letter and memo composition; to make limited decisions regarding appropriate meeting scheduling and logistics; to exercise judgment in screening correspondence; may assign and review the work of others. No unusual work conditions. Performs secretarial and administrative functions of a standard nature for one or more persons. Performs work of average difficulty in taking and transcribing dictation through shorthand or transcription equipment. May supervise or serve as a lead worker.

**EXAMPLES OF DUTIES:** Sets up and types difficult and complex reports. Screens incoming correspondence and refers to appropriate staff member for reply and/or composes response for review. Takes and transcribes dictation through shorthand or transcription equipment. Composes and types routine letters and memos from general instructions. Prepares agenda and assembles background material for meetings and conferences. Maintains and updates files of correspondence, records, and reports. Screens phone calls and visitors, answers routine inquiries, or refers to appropriate staff member for actions. Attends 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 equipment or other automated office equipment. May perform some discretionary tasks requiring knowledge of agency and department procedures. May collect and summarize information for budget preparation. May oversee the work of lower level clerical employees. Performs related work as required.

**WORK RESULTS/PRODUCTS:** Accurate and timely production of letters and memos; proficient production of difficult and complex reports; proficient preparation of meeting agendas and content summaries; accurate and efficient file maintenance; accurate and appropriate correspondence screening.

**RESPONSIBILITY:** for the quality and timeliness of assigned reports, memos, and letters; for appropriate meeting/conference preparation and summary; for responsive support to management; for supervisory or lead worker functions as assigned

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** agency and department procedures needed to perform discretionary tasks; styles and formats of difficult and complex reports; routine letter and memo composition; shorthand or the use of transcription equipment; appropriate support functions relevant to the preparation of meeting/conference agendas and schedules; proper English usage, spelling, vocabulary and arithmetic.

**Skill/Ability to:** taking/transcribing dictation via shorthand or transcription equipment; gather information; maintain and update files; follow written and verbal instructions; ensure conformity in day-to-day

operations with agency and department procedures; set up and type complex reports; screen and refer incoming correspondence and requests; work with material of a technical and/or confidential nature; deal with the public using appropriate tact and resourcefulness.

**SPECIAL SELECTION FACTORS:** May require ability to pass a typing/data entry and/or dictation transcription test.