

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV31212</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>13</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 II

**HRIS TITLE:** ADMV SECY II

**CHARACTERISTICS OF THE CLASS:** Typically reports to a managerial position. Authority to make decisions regarding appropriate assignment follow-up and timetable management; to exercise judgment in screening correspondence, calls, and visitors; to make scheduling decisions; to exercise judgment in information summarization; to assign and review the work of others. No unusual work conditions. Performs full secretarial functions and administrative duties of a responsible nature for one or more persons usually in management positions. May supervise or serve as a lead worker.

**EXAMPLES OF DUTIES:** Screens incoming correspondence routed to the administrator, and refers to appropriate staff members for reply. Takes and transcribes shorthand or machine dictation, often of a technical or confidential nature. Composes correspondence on a wide variety of subjects requiring full knowledge of policies and procedures of the work unit. Gathers and summarizes data for reports, correspondence, and meetings. Schedules appointments and coordinates arrangements for meetings and conferences. Regularly deals with the public and with business contacts with courtesy and tact. Follows up on assignments to ensure that deadlines are met. Screens visitors and telephone calls, answering routine questions and furnishing information. Organizes and maintains confidential and administrative files. Performs some administrative assignments independently. May operate work processing equipment or other automated office equipment. May coordinate information gathering and summarizing of data for budget preparation. May oversee the work of lower level clerical employees. Performs related work as required.

**WORK RESULTS/PRODUCTS:** Timely and accurate completion of assigned transcription and report productions; appropriate screening and referral or correspondence, visitors, and phone calls; proficient coordination of meetings, appointments, and conferences; proficient completion of data summaries and ongoing correspondence composition.

**RESPONSIBILITY:** for the quality and timeliness of assigned, detailed, secretarial functions; for the appropriate management of some independent administrative assignments; for the quality of written work and public contact; for supervisory or lead worker functions as assigned.

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

**Knowledge of:** the policies, procedures and programs of the immediate work unit, with awareness of other units; data gathering and summarization methods/techniques, and report preparation; difficult transcription via shorthand or machine dictation; techniques for screening incoming correspondence, visitors, and telephone calls; assignment follow-up and deadline monitoring.

**Skill/Ability to:** taking and transcribing dictation via shorthand or transcription equipment; handle detailed work with accuracy and speed; perform standard administrative functions required by managers; gather and summarize data for reports; compose varied correspondence with appropriate consideration

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of relevant policy and procedures; respond to the public with tact, diplomacy, and appropriate, timely information; schedule and coordinate meetings and conferences.