

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV31213</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>14</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 III

**HRIS TITLE:** ADMV SECY III

**CHARACTERISTICS OF THE CLASS:** Typically reports to an upper level administrator. Authority to make decisions regarding sequence and priority of complex and/or confidential secretarial functions; to assign work to others; to supervise the ongoing work of clerical employees; to work independently under general instructions to support the administrator. No unusual work conditions. Performs full secretarial functions and varied administrative duties of a responsible and confidential nature, generally for an administrator above middle management. May supervise or serve as a lead worker.

**EXAMPLES OF DUTIES:** Performs the same basic activities as a Secretary II although usually of a more complex nature, requiring a greater degree of knowledge, discretion, and independent judgment. Communicates administrator's instructions or desires to various individuals and departments. Furnishes and obtains information from other administrator's or outside representatives. Applies detailed knowledge of agency organization, policies, and personnel to day-to-day problem situations. Works independently under general instructions on a large variety of special projects. Coordinates budget preparation among units or divisions. Organizes and maintains filed of administrator's correspondence, record, etc., following up on pending matters. Maintains harmonious relations with a wide variety of contacts, including persons at all levels of the organization, representatives of other agencies, and representatives of business and the community. May assign work to others or supervise the work of clerical employees. May operate word processing equipment or other automated office equipment. May attend meetings and a representative of administrator. Performs related work as required.

**WORK RESULTS/PRODUCTS:** Accurate and timely communication of administrator's instructions to various individuals and departments; accurate and timely completion of special projects and follow-up on pending matters; appropriate delegation of work to subordinate clerical persons; appropriate and efficient organization of files and paperwork.

**RESPONSIBILITY:** for the quality and timeliness of assigned special projects; for the responsive, full range secretarial support of an administrator(s); for the overall quality of work products and information management within the immediate work unit.

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

**Knowledge of:** policies, procedures and programs of the division and subdivisions; data gathering and summarization methods/techniques; report preparation; difficult transcription by shorthand or machine dictation; the full range of complex secretarial functions of a responsible and confidential nature; project management; customer service principles and techniques; supervisory practices relevant to clerical employees.

**Skill in:** taking and transcribing dictation via shorthand or transcription equipment.

**Ability to:** manage and balance varied administrative functions; gather and summarize data; compose reports; exercise a high degree of discretion and independent judgment; communicate administrator's instructions; schedule competing meetings/conferences including appropriate preparation and follow-up; interact with other administrative departments or outside representatives; delegate to and supervise the work of others.