

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV31214</b>
<b>Job Class Code:</b>	<b>020</b>	<b>Salary Schedule:</b>	<b>ASRREXSEC</b>
<b>EEO Category:</b>	<b>06</b>	<b>Grade:</b>	<b>15</b>
<b>Workers Comp Code:</b>	<b>8810</b>		

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

**JOB CODE SERIES:** Executive Secretary Series

**JOB CODE TITLE:** EXECUTIVE SECRETARY I

**HRIS TITLE:** EXEC SECY I

**CHARACTERISTICS OF THE CLASS:** Reports to a Deputy Director of a large agency or the Assistant Director of a large division in such an agency. Authority to make decisions regarding the priority and sequence of administrative and secretarial functions; to exercise independent judgment in facilitating the work of the executive; to assign work to others, and supervise its implementation. No unusual work conditions. Performs full secretarial and administrative support functions for the Deputy Director of a large agency or the Assistant Director of a large division in such an agency. Generally positions reporting to an Assistant Director function as the primary secretarial support staff. Performs extensive coordination work between the large and diverse programmatic areas within the agency and with various external organizations.

**EXAMPLES OF DUTIES:** Performs diverse administrative activities which involve close coordination with high-level executives and their secretaries. Plans and carries out assigned administrative functions requiring thorough knowledge of the various divisions of the agency. Applies comprehensive knowledge of agency organization and mission, its internal and external relationships to problem resolution. Has frequent high-level contact with internal and/or external officials. Exercises tact and integrity in the frequent handling of confidential information. May assign work to others, and monitors its implementation. May operate word processing equipment or other automated office equipment. Performs related work as required.

**WORK RESULTS/PRODUCTS:** Timely and proficient completion of widely diversified administrative functions; timely and proficient completion of the full-range of secretarial functions; and maintenance of the appropriate level of ongoing communication with high level internal and external contacts.

**RESPONSIBILITY:** for the independent completion of assignments; for the overall quality of written and verbal support of the executive; for prioritizing communications and requests; for relieving the executive of routine procedures and processes.

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

**Knowledge of:** the agency and its context within State government; agency procedures and practices; data gathering and summarization methods and techniques; safeguards for protecting confidential data; problem-solving techniques.

**Skill in:** operating a keyboard; taking and transcribing dictation via shorthand or transcription equipment.

**Ability to:** anticipate the needs of an executive; adjust to an executive's work style; prioritize business items for the executive's attention; establish and maintain work relations with high-level internal and external contacts; protect the confidentiality of data; facilitate internal and external communication.

**SPECIAL SELECTION FACTORS:** May require the ability to pass a dictation/transcription test.