

SECRETARY III

DEFINITION

Under direction, to perform complex and responsible secretarial and clerical functions; to relieve an administrator of clerical and administrative detail by coordinating, organizing, supervising and participating in the various operational aspects of the administrator's assignment; to coordinate, direct and supervise the clerical staff activities within the administrator's office; and to do other related work as required.

EXAMPLES OF DUTIES

Serves as a personal secretary and office management aide dealing with a variety of sensitive and privileged matters; may coordinate and supervise the staff activities of the administrator's office, including the organization, planning, layout and development of work accomplishment time lines; prepares or coordinates the preparation of information and data requested from other operational units for administrative review; attends meetings and conferences as requested and takes and transcribes notes into summary minute form; takes and transcribes correspondence, memoranda, reports and other communicative forms which include technical terminology and require a familiarity with legal mandates, policies, regulations and operational procedures affecting the administrator's functional responsibilities; interprets policies, regulations and operational procedures to those persons contacting the administrator's office either by telephone or through personal visitation; acts as a receptionist and office management aide to the administrator, including the answering of routine inquiries and correspondence, maintaining an action calendar, scheduling appointments, conferences and meetings, and a variety of other details; establishes and maintains complex alphabetical, numerical and subject matter files which may include privileged data; coordinates, organizes and evaluates the performance of the office clerical staff; assists with budget planning and expenditure control procedures; may assist with a variety of personnel management activities, including the preparation of time reports, certification follow-up, personnel recruitment and selection processes, and other similar functions and activities.

QUALIFICATIONSKnowledge of:

Principles, methods, techniques and strategies of clerical staff supervision and organization;

Modern office methods and equipment, including modern data management, storage and retrieval systems, receptionist and telephone response techniques, letter and report writing, and proofreading;

English usage, spelling, grammar and punctuation;

Basic techniques of supervision, including motivation and performance evaluation.

Ability to:

Effectively perform complex secretarial and clerical activities which require knowledge of legal mandates, policies, regulations and operational procedures;

Prepare clear and comprehensive reports;

Learn, interpret and apply complex policies, administrative regulations and operational procedures;

Plan, organize and supervise the work of others;

Type at a net corrected speed of 60 words per minute;

Take and transcribe dictation accurately at a speed of 100 words per minute (at the discretion of the administrator, exemplary service or highly skilled experiences may be substituted for the dictation proficiency requirement);

Communicate effectively in oral and written form;

Make arithmetical calculations with speed and accuracy;

Understand and carry out oral and written directions;

Establish and maintain cooperative working relationships.

Experience:

Three years of responsible secretarial experience, one year of experience in a lead or supervisory capacity is preferred.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in business office management, organization and supervision, or related technical skill areas at the community college or higher level.