CLASS TITLE: ADMINISTRATIVE SECRETARY

BASIC FUNCTION:

Under the direction of a Department Head, provide a variety of complex secretarial and administrative support to the director of a large department; organize office activities and coordinate communication with other functions, outside agencies and the general public.

REPRESENTATIVE DUTIES:

Perform complex secretarial duties in support of an assigned department head; assure efficiency of the office operations; coordinate communication, assisting the administrator with administrative detail.

Compose difficult correspondence independently on a variety of matters from notes, rough drafts, transcription machine tapes or verbal instructions.

Monitor budget expenditures; assist in the preparation of the budget; maintain account ledgers, record expenditures and process payments for supplies and equipment purchased.

Collect statistical data and back-up material and coordinate preparation of statistical, financial and administrative reports.

Receive and interview callers, both in person and on the telephone; screen and refer to other individuals or agencies as appropriate.

Provide information to administrators, other departments, outside agencies and the public; interpret and explain laws and guidelines, policies, programs, rules, requirements and procedures.

Prepare and distribute meeting notices and agendas; attend meetings and conferences to record proceedings or receive information; prepare and distribute comprehensive minutes as assigned.

Originate and independently prepare material for the approval of the administrator; format, proofread and edit materials; research information and compile data as requested.

Open, sort and route mail, maintain a variety of confidential information, complex files and records.

Order, receive, store and distribute office supplies and forms; develop forms and procedures.

Maintain calendar for the director; schedule appointments, make travel and hotel arrangements as required.

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Transcribe dictation from transcription machine tapes or shorthand notes as required by the position; prepare and type letters, reports, bulletins and memoranda including material of a confidential nature.

Operate a computer terminal or microcomputer to enter and review data, generate records and prepare written materials.

Plan and coordinate office operations; prepare and forward payroll and personnel-related forms and documents; participate in interview panels and assist in the selection of clerical personnel.

Operate a variety of office machines including word processor, typewriter and calculator.

Operate a motor vehicle to attend meetings and pick-up and deliver materials as assigned.

Maintain petty cash fund; process purchase requisitions, bills and expenses.

Maintain an understanding of the functions and programs of the department and their relation to County operations as a whole.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Modern office practices, procedures and equipment.
Financial and statistical record-keeping techniques.
Oral and written communication skills.
Telephone techniques and etiquette.
County organization, operations, policies and objectives.
Correct business English, grammar and composition.
Interpersonal skills using tact, patience and courtesy.
Applicable laws, codes, regulations, policies and procedures.
Basic research methods.
Operation of office machines including computer equipment,

**ABILITY TO:**
Provide secretarial and administrative support to a Department Head.
Type at 50 words net per minute from clear copy.
Transcribe dictation accurately at 90 words per minute as required by the position.
Organize complex material and summarize in report form.
Compose independently or from oral instructions, letters, memos, bulletins or other material.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Meet schedules and time lines.

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Prioritize and schedule work.
Maintain records and prepare reports.
Add, subtract, multiply and divide quickly and accurately.
Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by secretarial training and three years increasingly responsible clerical or secretarial experience.

**LICENSES AND OTHER REQUIREMENTS:**

Some positions in this classification require possession of a valid California driver's license and use of a personal vehicle to conduct work. Some positions require the ability to take and transcribe dictation.

**WORKING CONDITIONS:**

Office environment.

Position requires sitting and viewing a computer monitor for extended periods of time, dexterity of hands and fingers to operate a typewriter and computer keyboard, reaching overhead, above the shoulders and horizontally, bending at the waist, and hearing to communicate and provide information with others.

Incumbents may be exposed to driving a vehicle to conduct work and may be exposed to dissatisfied or abusive individuals.