

ADMINISTRATIVE SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: This is important administrative work, which involves responsibility for performing difficult and complex secretarial tasks for an administrative head of a governmental agency or administrative unit. The work can be characterized as involving increasingly responsible secretarial tasks requiring a high degree of mature judgment and knowledge of program policies and procedures. Work is performed in accordance with general instructions received from a superior with considerable leeway for independent decisions in carrying out assignments. Supervisory responsibilities may be delegated or assigned this employee, which will be executed within well-defined limits. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Acts as personal secretary to an administrative head to a large unit, agency or department, including the composition of letters in reply to routine inquiries for information as well as brochures and bulletins;
- Acts as liaison between department officials and public and non-public officials covering specialized and designated programs such as the State Education Department, Civil Service Agencies and agencies at various levels of government;
- Functions in a secretarial capacity for setting up meeting dates, appointments and confidential personnel matters;
- Performs the more confidential aspects of the administrator's work including maintaining and processing personnel data and information such as evaluative reports, disciplinary proceedings and health problems;
- Operates a computer, which may function independently or within a network;
- Upon assignment, processes new employees in orientation, training and related matters;
- Upon assignment, follows through on special projects or programs essential to the department's operations;
- Functions as an intra-agency and inter-agency functionary when so authorized by the administrator;
- Maintains office records and clerical procedures unique to the administrator's office;
- Maintains financial records and prepares reports as due;
- Performs a variety of clerical and typing functions as needed;
- Keeps complex records of activities of the agency.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of secretarial practices; thorough knowledge of office practices and procedures; ability to type at an acceptable rate of speed; ability to plan and supervise the work of others within well-defined limits; ability to understand and interpret written material; ability to get along well with others; good judgment; initiative and resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, **AND - EITHER**

(A) Graduation from a regionally accredited or New York State registered college or university with an associate degree in secretary science or a related field and one year of moderately complex clerical experience in departmental activities;

Or (B) Three years of moderately complex clerical experience in departmental activities;

Or (C) An equivalent combination of experience and training within the limits of (A) and (B) above.

Competitive Class

Revised June 1989

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