

SECRETARY, SENIOR

DEFINITION

To perform a variety of responsible and difficult secretarial duties in support of a department or division; and to provide lead supervision to other clerical and secretarial staff in the area of assignment.

DISTINGUISHING CHARACTERISTICS

Senior Secretary is the second secretarial level classification in the Secretary series. Incumbents of the Secretary series are responsible for providing a broad range of administrative, secretarial and clerical support to department heads or management staff in the various County departments and divisions. Senior Secretary differs from Secretary in that incumbents at this level have a broader scope of responsibilities requiring greater technical expertise in the area of assignment, and are fully aware of the operating procedures and policies of their work unit. The class is further distinguished from that of Secretary in that the Senior level may supervise or provide lead direction to the lower level class of Secretary. The Secretary series is distinguished from the Legal Secretary series by the specific knowledge of legal terminology and procedures required of legal secretaries.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from management staff; exercises functional and technical supervision over secretarial, clerical and part-time staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following;

Serve as primary secretarial support to a department or division including prioritizing work to ensure that it is completed in a timely and efficient manner.

Work process, type and proofread a variety of reports, statistical charts, legal notices, agendas, contracts and news releases; type from rough draft, verbal instructions or transcribing machine recordings.

Compose, word process, and/or type from rough draft and proofread correspondence including letters and memoranda related to area of responsibility.

Screen office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems, and precedents relating to assigned department.

Evaluate clerical and secretarial operations and activities of assigned responsibilities; recommend improvements and modifications; implement clerical policies and procedures.

Participate in planning, prioritizing, assigning, and providing lead supervision to secretarial and clerical support staff.

Senior Secretary
Rev.- 01/01/06
Rev.- 01/01/07
Rev.- 07/01/07
Rev.- 01/01/08

M.O. #8-1/04/06
M.O. #19b-1/4/07
M.O. #19b-1/4/07
M.O. #19b-1/4/07

Participate in the selection of secretarial and clerical support staff, provide or coordinate training of support staff.

Compile and organize data for special projects; collect, and assemble data and background materials for a variety of reports.

Prepare agenda packets for management meetings; attend meetings and take notes; prepare minutes for meetings.

Prepare expense reports, invoices, petty cash records, and department payroll sheets and time cards; order and maintain inventory of office supplies.

Verify and review materials for completeness and conformance with established regulations and procedures.

Schedule and maintain calendars of meetings and events; coordinate activities with other County departments, the public and outside agencies.

Organize and maintain filing systems; maintain records related to specific area of assignment.

Collect fees for various applications, registrations, permits and licenses; issue receipts for fees collected; issue permits; prepare bank deposits.

Maintain financial records such as accounts payable and receivable, ledgers, journals, budgets, and balances of various department and program accounts.

Operate a variety of office equipment including a computer; input and retrieve data and text; organize and maintain disc storage and filing.

May develop, design and modify programming applications using available software including database management and spreadsheet programs; may install computer software.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Modern office procedures, methods, computer equipment, and software applications.

Business letter writing and report preparation.

Principles and procedures of filing and record keeping.

Budgeting procedures and techniques.

Principles of supervision and training.

English usage, spelling, grammar, and punctuation.

Basic arithmetic.

Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative. Learn and apply departmental or divisional policies, procedures and rules.

Learn and apply Federal, State, and local laws, codes, and regulations pertaining to assigned division or department.

Independently prepare correspondences and memorandums.

Ability to:

Compile and maintain records.

Word process and/or type at a speed necessary for successful job performance.

Operate and use modern office equipment including a word processor.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

Monitor an office budget.

Supervise and train secretarial and clerical staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible secretarial experience.

Training:

Equivalent to completion of the twelfth grade, supplemented by specialized secretarial training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to constantly move about on foot and to lift, carry, reach, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.