

SECRETARY I/II

DEFINITION

Under general supervision, provides varied secretarial and office support to professional and managerial staff; performs related work as assigned.

CLASS CHARACTERISTICS

Secretary I is the entry-level class in the Secretary series. Initially under close supervision, incumbents learn word processing and other computer applications, type correspondence, serve as relief unit receptionist, and maintain files and records. As experience is gained, incumbents function with an increasing amount of independence and responsibility. This class is alternately staffed with Secretary II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications of the higher-level class.

Secretary II is the journey-level class of this series, fully competent to independently perform the full range of secretarial duties and demonstrate an increasing knowledge of organizational structure and protocol. This class is distinguished from Administrative Secretary in that the latter provides lead direction and work review to other clerical support staff and/or performs and coordinates complex and specialized work.

EXAMPLES OF DUTIES (*illustrative only*)

- Formats, types, and proofreads a variety of documents, such as correspondence, manuscripts, program materials, contracts, grants, proposals, tables, charts, and graphs; transcribes dictation.
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and correct English usage, including spelling, grammar, and punctuation.
- Drafts routine correspondence.
- Organizes and maintains various files; purges files as needed.
- Coordinates the preparation and provision of materials and binders for meetings and programs.
- Follows up on projects, transmits information, and keeps informed of unit and organizational activities.

- Researches and compiles a variety of information, maintains records, and prepares periodic and special reports.
- Schedules and arranges for meetings; makes room reservations, prepares agendas, and summarizes meeting results as requested.
- Prepares and processes expense and travel claims; keeps financial records.
- Operates a variety of standard and specialized office equipment, such as typewriters, personal computers, fax machines, telephones, and copiers.
- Performs small photocopying jobs; maintains photocopier and office supplies.
- Prepares mailings; stuffs envelopes; prepares mailing labels; distributes mass mailing materials.
- Opens, sorts, and distributes incoming mail.
- Receives and screens visitors and telephone calls; serves as relief receptionist.

WORKING CONDITIONS

- Must be available to work overtime and on weekends and holidays.
- May be required to travel statewide as necessary to provide on-site support.

QUALIFICATIONS

The level and scope of the knowledge and abilities listed below relate to the duties as defined in Class Characteristics.

Knowledge of:

- Standard secretarial and office practices and procedures, including filing, business letter writing, and the standard format for typed materials.
- Correct business English, including spelling, grammar, and punctuation.
- Business arithmetic.
- Record-keeping principles and practices.
- The operation of standard office equipment.
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, and desktop publishing.

Ability to:

- Understand and follow oral and written directions.
- Provide varied secretarial and office assistance to professional and managerial staff.
- Compose correspondence independently or from brief instructions.
- Type accurately at a net rate of 55 words per minute.
- Accurately take minutes and transcribe dictation.
- Safely operate a variety of standard office equipment.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and desktop publishing.

- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Secretary I: Equivalent to graduation from high school and one year of secretarial experience.

OR

One year as an Office Assistant II with the judicial branch.

Secretary II: Equivalent to graduation from high school and two years of secretarial experience.