

Specification for Class of

SECRETARY ADMINISTRATIVE

Abolished Effective July 1, 2007CLASS SERIES INTENT

In support of a supervisor and/or staff members, provides secretarial services and assistance for the purpose of facilitating the supervisor's and/or staff members' own work and relieving the supervisor and/or staff members of day-to-day clerical detail. Applies knowledge of supervisor's and/or staff members' work commitments including status of projects and nature of contacts. Secretarial duties include making travel arrangements, scheduling meetings, taking notes and transcribing minutes, screening calls and visitors, keeping supervisor's and/or staff members' calendar(s) and committing supervisor's and/or staff members' time.

Definition: Performs administrative and secretarial support duties for a manager or administrator.

Distinguishing Characteristics: Performs administrative and secretarial support duties for a manager and/or administrator in Washington Management Service at Band II or above, or in exempt service. With delegated authority, performs higher level administrative duties and/or provides and coordinates administrative support functions for a large unit having multiple supervisors. Higher level administrative duties are duties of a substantive nature that are appropriate to the supervisor's or other professional level class, but have been delegated to the Secretary Administrative to perform. Duties include administering, providing and/or coordinating functions such as budget development and/or management, expenditure control, office space management, public relations, personnel administration, records management, equipment purchases, and report preparation. Establishes and ensures adherence to administrative support procedures. Represents the supervisor's and/or unit's goals and interests. Provides interpretation or explanation of supervisor's policies or viewpoints.

Uses independent judgment to accomplish assignments or solve problems. Responsible for developing new work methods, procedures, or strategies or modifying existing work methods, procedures, and strategies to solve new or unusual problems. Plans and prioritizes work to meet internal and external deadlines. Work is subject to review at the completion stage to determine effectiveness in producing expected results.

Examples Of Work

Establishes procedures for and interprets and applies administrative policies to the work of the unit;

Evaluates costs for the unit such as personnel, equipment and supplies; develops cost estimates for equipment needs, space renovations and/or salary distribution plans and projects;

Prepares reports, budgets, contract or grant proposals; Coordinates personnel issues such as recruitment, selection, appointment and promotion;

Attends meetings as the supervisor's representative; provides information and reports conclusions to supervisor's unit;

Develops budget estimates; monitors and controls budget status and expenditures; records maintenance and equipment inventory;

Conducts and/or responds to surveys and studies; composes narrative portions of documents such as brochures and policy statements;

Assists in devising unit standards/procedures to ensure adherence to policies regarding tasks such as budgeting, purchasing and contract administration;

Reorganizes and/or assigns office space; modifies work flow processes to achieve efficient use of space, equipment and personnel;

Serves as liaison between supervisor and other staff members, transmitting assignments and requesting status information;

Provides direct secretarial support to supervisor; coordinates office operations; prepares background information in preparation for supervisor's professional commitments; keeps supervisor's calendar and establishes priorities; makes travel arrangements; coordinates arrangements for meetings at destination; screens, prioritizes and distributes mail;

Formats transcription; records minutes; composes and/or keyboard/type letters, acknowledgments, notifications, confidential and sensitive materials, etc.; signs correspondence after clearing technical or policy content with supervisor;

Coordinates and/or completes the preparation of documents such as those related to travel, purchasing, payroll, budget and event coordination;

Performs related duties as required.

Desirable Qualifications

High School graduation or GED.

AND

Four years of progressively responsible experience in office, secretarial, bookkeeping, accounting, or general administrative work

Formal education and/or training in office or secretarial occupations, bookkeeping or accounting will substitute, year for year, for experience.

Note: Positions in this class typically require keyboarding or typing accurately at a net speed of 50 words per minute or faster.

New Class: 07/01/97.

Incorporates work formerly performed in class 01620, Secretary 2.