

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 2245

SECRETARY SUPERVISOR

Abolished Effective June 1, 2005

BASIC FUNCTION

Supervise office support staff and perform the duties of Secretary-Senior, including complex secretarial duties such as coordinating office operations, monitoring and evaluating status of budgets and initiating corrective action, and developing travel itineraries. Prepare typed documents from dictation or written draft. Apply knowledge of supervisor's work commitments including status of projects and nature of contacts. Act as liaison and resolve problems between supervisor(s) and staff and/or students.

DISTINGUISHING CHARACTERISTICS

With delegated authority, interview and recommend selection of applicants, conduct training, assign and schedule work, act upon leave requests, conduct annual performance evaluations and recommend disciplinary actions. Under general direction, establish office procedures and standards, priorities and deadlines. Have frequent contacts with public, faculty, students, other departments and management staff. Develop, modify and/or maintain office record keeping/filing system(s). Perform complex secretarial duties for one or more academic, professional or administrative supervisors and/or group of ten or more faculty, including activities such as independently prioritizing work, monitoring budget(s) status, maintaining attendance/leave records and coordinating office operations. Initiate action to ensure work unit and/or office goals are met.

TYPICAL WORK

Represent supervisor as delegated;

Attend meetings on supervisor's behalf and present supervisor's position;

Maintain and monitor budget/fiscal records; identify problems and initiate corrective action; complete or process requisitions, invoices and payrolls; assist in the development of organization budget;

Provide information related to supervisor's planning, organizing and operation of the department;

Format transcription from rough draft, shorthand/speedwriting or recording equipment; take minutes of meetings; compose and keyboard/type letters, meeting notices and agendas; compile and keyboard/type reports, manuscripts, grant applications, financial statements, schedules, test materials, student evaluations and other documents;

Proofread material, making corrections for sentence structure, spelling, grammar and punctuation;

Answer telephones; receive and refer visitors; resolve problems and respond to inquiries regarding departmental/college procedures and services;

Maintain supervisor's calendar and make appointments; schedule and arrange meetings; make room reservations; assure that supervisor is fully briefed on matters to be considered before scheduled meetings;

Maintain records of incoming and outgoing correspondence and documents and follow up on work in process;

Relay messages and instructions from the supervisor to his/her staff;

Review publications for articles or reports on subject matter of special interest, obtain copies and maintain files of such information;

Establish and/or revise electronic or manual files;

Make travel arrangements and maintain records of itineraries; compile final travel expense report;

Order supplies and/or equipment and arrange for maintenance services;

Perform complex word processing tasks such as merging and sorting, integrating text with graphics, spreadsheet and data base files, uploading/downloading and creating footnotes and outlines;

Use spreadsheet and data base software to develop and maintain records;

Prepare spreadsheets involving the development of formulas; combine files to create reports;

Use graphics software and make recommendations regarding the appropriate graphic display of information;

Perform electronic mail tasks;

Perform the duties of Secretary-Senior;

May use desk top publishing software program;

Perform related duties as required.

MINIMUM QUALIFICATIONS

High school graduation or equivalent AND three years of increasingly responsible office experience involving occupational-level keyboarding/typing including transcription

OR

equivalent education/experience.

New Class: 1-03-73

Revise Class/Title: 7-12-73

Re-title (Secretary III) and

Revise Class: 11-16-73

Revise Class/Title: 7-1-91