

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 2246

SECRETARY LEAD

Abolished Effective June 1, 2005

BASIC FUNCTION

Lead 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. In performing tasks, apply knowledge of supervisor's work commitments including status of projects and nature of contacts.

DISTINGUISHING CHARACTERISTICS

Regularly assign, instruct and check the work of others. Under general supervision, establish office procedures and standards, priorities and deadlines.

TYPICAL WORK

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;

Establish or revise electronic or manual files;

Maintain and monitor budget/fiscal records; complete or process requisitions, invoices and payrolls; initiate corrective action;

Attend meetings on behalf of supervisor or work group;

Represent supervisor or work group in supervisor's absence;

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

Maintain supervisor's calendar and make appointments; schedule and arrange meetings; make room reservations;

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

Make travel arrangements for supervisors and staff, and maintain records of travel itineraries; compile final travel expense report;

Order supplies, equipment, printing, and arrange for maintenance services;

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

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

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;

Direct the work of others;

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 two years of increasingly responsible office experience involving occupational-level keyboarding/typing including transcription

OR

equivalent education/experience.

New Class: 7-1-91