

Specification for Class of

SECRETARY LEAD

Abolished Effective June 1, 2005CLASS 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: Leads office support staff and performs complex secretarial duties.

Distinguishing Characteristics: Designated lead of office support staff. Regularly assigns, instructs and checks the work of others and performs the duties of Secretary Senior including complex secretarial duties such as independently prioritizing work, monitoring and evaluating budget(s) status and initiating corrections, developing travel itineraries, compiling reports, studies, applications, and developing, modifying and/or maintaining data base management, office record keeping, or filing system(s). Establishes office procedures, standards, priorities, and deadlines, and coordinates office operations. Has frequent contacts with clients, the public, staff members from other departments, students, and faculty. Initiates action to ensure work unit and/or office goals are met.

Assignments and projects are of a complex nature. Independent performance of complex secretarial assignments requires substantive knowledge of a variety of regulations, rules, policies, procedures, processes, materials, or equipment. Problems are resolved by choosing from established procedures and/or devising work methods. Plan and organize work. Guidance is available for new or unusual situations. Deviation from established parameters requires approval. Work is periodically reviewed to verify compliance with established policies and procedures.

Examples Of Work

Formats transcription from rough draft, shorthand, speedwriting, or recording equipment; takes meeting minutes; composes and keyboards or types letters, meeting notices, and agendas; compiles and keyboards or types reports, studies, manuscripts, applications, financial statements, schedules, test materials, evaluations, and other documents;

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

Resolves problems and responds to inquiries regarding procedures and services; answers telephones; receives, screens and refers visitors;

Establishes office procedures, standards, priorities, and deadlines;

Establishes or revises electronic or manual files;

Maintains, monitors, and evaluates budget or fiscal records and initiates corrections; completes or processes requisitions, invoices and payroll;

Attends meetings on behalf of supervisors or work group;

Represents supervisor or work group in supervisor's absence;

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

Maintains supervisor's and/or staff members' calendar(s) and makes appointments; schedules and arranges meetings; makes room reservations;

Provides information related to supervisor's planning, organizing and operation of the department or unit;

Makes travel arrangements for supervisors and staff members, and maintains records of travel itineraries; compiles final travel expense reports;
Coordinates office operations; orders supplies, equipment, printing, and arranges for facility and equipment maintenance and repair contracts and services;

Maintains records of incoming and outgoing correspondence and documents and follows up on work in process;

Reviews publications for articles or reports on subject matter of special interest, obtains copies and maintains files of such information;

Performs 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; uses spreadsheet and data base software to develop and maintain records; uses basic statistical software packages; prepares spreadsheets involving the development of formulas; combines files to create reports; uses graphics software and recommends appropriate display of information;

Performs electronic mail tasks;

Performs the duties of Secretary Senior;

May use desk top publishing software program;

Performs related duties as required.

Desirable Qualifications

High School graduation or GED.

AND

Two years of office experience performing duties which required keyboarding or typing.

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.

Merges/incorporates complex secretarial work for a single supervisor involving lead of staff which was formerly included in the classes of 01580, Secretary 1-Typing and 01600, Secretary 1-Shorthand. Merges/incorporates complex secretarial and lead work performed in support of unit staff which was formerly included in the classes of 00140, Clerk 3; 01140, Clerk Typist 3; 01540, Clerk Stenographer 3; and 12690, Office Assistant.