

SECRETARY II (Typist)

NATURE OF WORK IN THIS CLASS:

This is complex secretarial work involving the full range of secretarial and office management duties and including several additional job requirements, but without shorthand skill requirements.

Employees in this class usually work for a department head or large division or administrator in an office setting which is dynamic, requiring use of initiative and independent judgment such as in interpreting complex rules, regulation, and guidelines, and being responsible for involved and complex office management systems and practices. The work involves considerable knowledge of departmental activities, practices, and procedures, and the application of these practices to a variety of individual situations. Employees relieve the superior of a variety of administrative details. Directions are usually received in the form of suggestions or general outline of objectives with instructions given on highly complex assignments or in unprecedented situations.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Develops and implements procedures for expediting the flow of clerical work through the executive's office.

Types a variety of correspondence, reports, technical and scientific manuscripts, reports, and other materials.

Reviews correspondence and other material prepared for the supervisor's signature for correct grammar, punctuation, spelling; corrects or recommends changes.

Functions as office manager; acts in liaison capacity for the executive for internal and external contracts; exercises discretion and judgment on minor administrative decisions.

Maintains a variety of office records and reports; assists in the preparation of budget and summaries, such as assembling and verifying budget data; collects and organizes data and material required for superior.

Sorts mail delivered to the office and reads and routes it to the proper personnel; maintains and controls incoming and outgoing correspondence.

Receives phone calls and office visitors; schedules meetings, conferences, and appointments for superior; handles various details on own initiative.

May supervise a few clerical assistants.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of standard business English, spelling, punctuation, and grammar.

knowledge of secretarial practices and procedures.

Ability to perform office management functions for a complex office, and to design or modify appropriate office practices, procedures and systems.

Ability to use initiative and judgement in handling office matters for the supervisor.

Ability to learn and apply organizational and procedural guidelines of the office.

Ability to type technical reports, manuals, correspondence, and other material which involve corrections and insertions; and prepare finished copy in appropriate style, arrangement and format.

Ability to exercise good judgement, courtesy, and tact in receiving callers, in giving and obtaining information, and in making proper disposition of problems.

Ability to maintain records and prepare reports.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

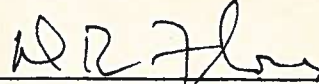
Skill in typing at a prescribed rate of speed.

MINIMUM EXPERIENCE AND TRAINING:

- A) One year of secretarial experience (w/o shorthand) and completion of a one-year secretarial diploma course (w/o shorthand) from a recognized business college or comparable learning institution; or
- B) Graduation from a recognized college or university with an Associate's degree in clerical studies (Secretary w/o shorthand); or

- C) Three years of typing and clerical experience, one year of secretarial experience and graduation from high school; or
- D) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980



DAVID R. FLORES
Executive Director,
Civil Service Commission