



SECRETARY EXECUTIVE

Characteristics of Work

This is experienced-level clerical work in which the incumbent functions as the principal clerical support to the executive director of an agency, board, or commission, and in some cases, to the subordinate staff of that director. The work is generally routine or standardized, but involves a choice of action within limits defined by sound clerical practices. The incumbent receives directions from the operating procedures and established guidelines. Contacts with persons within or outside the agency are frequent and involve the exchange of routine, factual information. The incumbent may exercise direct line supervision over one subordinate employee.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Organizes, designs, and maintains a filing system for classifying, retrieving, and disposing of such materials as correspondence, records, reports, and other documents.

Routes correspondence and other materials by name or functional area in order to ensure that such materials are distributed in a timely manner.

Refers incoming telephone calls and visitors to the appropriate person or functional area.

Types non-technical and technical correspondence or reports.

Gathers data and drafts routine reports.

Requests a variety of office equipment, supplies, publication materials, and maintenance services as needed.

Makes arrangements for such things as travel, conferences, and meetings, maintaining a calendar of such events and notifying concerned parties of the date, time and location of such arrangements.

Places local and long distance calls upon request to various officials, the news media, and other parties.

Composes correspondence which provides general, nontechnical information to individuals requesting or in need of routine information.

Locates and assembles information for various reports, briefings, and conferences.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. These essential functions include, but are not limited to, the following.

1. Organizes and oversees maintenance of filing system.
2. Types non-technical and technical correspondence, reports, minutes, and other similar documents making independent decisions regarding format and arrangement.
3. Places and receives calls; receives visitors.
4. Reviews and routes incoming correspondence and other documents and follows-up on same, as necessary.
5. Composes correspondence, memoranda and reports providing general non-technical information when requested to do so.
6. Maintains calendar for supervisor.

Minimum Qualifications

Sedentary Work: May occasionally walk or stand and/or occasionally move light objects, materials, etc.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Field of vision: Ability to observe an area up or down/left or right while eyes are fixed on a given point.

Accommodation: Ability to adjust focus.

Color vision: Ability to identify colors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to walk; stand; and stoop, kneel, crouch, or bend.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Experience/Educational Requirements:

Education:

Two (2) years of study at an accredited two-year or four-year college or university.

AND

Experience:

Two (2) years of experience performing work related to the above described duties.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:

Four (4) years of experience in work related to the above described duties.

Substitution Statement:

Related education and related experience may be substituted on an equal basis.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.