



## SECRETARY PRINCIPAL

### Characteristics of Work

The incumbent functions as the principal clerical support to one individual and, in some cases, to the subordinate staff of that individual, normally at the division and bureau levels of the organization. The work is generally routine or standardized, but involves a choice of action within limits defined by sound clerical practices. When required, comprehensive, detailed instructions or directions are received from the supervisor. 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:**

Establishes and maintains 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 so that such materials are distributed in a timely manner.

Places local and long distance calls upon request; refers incoming telephone calls and visitors to the appropriate person or functional area.

Requests a variety of office equipment, supplies, publication materials, and maintenance services requiring working knowledge of many different office procedures.

Maintains certain departmental records; prepares forms and other items for subsequent processing by other individuals within the agency.

Notifies persons of the date, time, and location of various meetings.

Composes letters and memos which provide general, nontechnical information to individuals requesting, or in need of, routine information.

Types nontechnical and technical letters, memos, reports, and other similar documents from longhand or shorthand notes or typed or printed copy requiring a knowledge of spelling, punctuation, and syntax sufficient to identify and correct grammatical errors, making independent decisions regarding format and arrangement.

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. Maintains filing system and records according to established procedures.

2. Types non-technical letters, memos, reports, and other similar documents.
3. Receives, evaluates and routes incoming calls and visitors; places outgoing calls.
4. Reviews and routes correspondence reports, requests for information and other materials.
5. Composes letters, memos, and simple reports when requested to do so.
6. Maintains calendar for supervisor.
7. Inventories and orders office supplies and equipment; requests maintenance on equipment.

### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**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 bring an object into sharp 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:**

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

**AND**

**Experience:**

One (1) year of experience in work related to the above described examples.

**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.