

## **SECRETARY II**

Code No. 3-05-155

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a secretarial position responsible for performing difficult secretarial tasks. The use of a personal computer for word processing and database entry is an integral part of this position. Employees serve as secretaries to administrators of a unit or major section relieving them of clerical work and routine administrative and business details. The work is performed in accordance with general instructions regarding objectives, policies and procedures and is submitted in its final form. This title differs from the Secretary I title as it is more limited in scope and decision-making responsibilities. The employee reports directly to and works under the general supervision of an administrator and is permitted considerable freedom in referring or responding to inquiries. Direct supervision may be exercised over a small clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Prepares correspondence, memoranda, reports, minutes and proceeding of meetings, hearings, conferences, and other material relating to a specialized, confidential or technical field;

Composes and prepares routine correspondence and reports dealing with well-defined administrative activities;

Compiles data for inclusion in tentative budget estimates for departmental reports, etc., under administrator's direction;

Assists in preparing budget justifications;

Reads and routes supervisor's mail -- handling items/inquiries when possible and referring those items that can be delegated;

Locates and attaches appropriate information to correspondence to be answered by employer;

Proofreads typewritten materials for sense, and consistency as well as for spelling, grammar and punctuation;

Schedules conferences, meetings ensuring all parties are contacted and any scheduling conflicts resolved;

Makes necessary travel arrangements securing tickets and cash advances when appropriate;

Maintains and establishes confidential files and general office files;

Acts as receptionist for administrator, greeting visitors and scheduling appointments;

Transmits administrative directives and policies throughout the unit;

Orders supplies and materials for use of section;

Schedules use of departmental facilities;

Checks, codes and processes requisitions, claim vouchers, bills;

Supervises and trains clerical staff;

Operates standard office equipment.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office terminology, practices and procedures; good knowledge of English grammar and usage; good knowledge of terminology, vocabulary and letter formats used in business correspondence; good knowledge of office management techniques; working knowledge of first line supervision; record keeping ability; ability to operate a variety of office equipment; ability to use a personal computer for word processing and data base entry; ability to complete complex clerical assignments independently; ability to compose business correspondence and written reports using proper grammar, punctuation, and spelling; ability to prioritize workload in accordance with supervisor's priorities; ability to proofread for spelling, grammar, punctuation, sense and consistency; ability to review, prioritize and take action on supervisor's mail as appropriate; ability to establish and maintain a filing system; ability to understand, follow and interpret oral and written directions; ability to impart information; ability to deal effectively with the public; tact; courtesy; good judgment in handling confidential material; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Three (3) years paid full time or its part time equivalent office secretarial experience; OR,
- (B) Graduation with a diploma or certificate from a school of business or business institute with a major in Secretarial Science, Word Processing, or a related area, plus two (2) years of experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Secretarial Science or related area plus one (1) year of experience as defined in (A) above; OR,
- (D) Graduation from a school of business or business institute with an Associate's degree in Secretarial Science, plus one (1) year of experience as defined in (A) above; OR,
- (E) Any equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

**REVISED:** February 19, 1987

**REVISED:** June 3, 2010