

MAJOR FUNCTION

This is highly diversified and advanced secretarial work supporting a supervisor in the performance of his/her administrative duties. A Secretary III participates more intensely in the management of the office by applying a working knowledge of the substantive program or programs under the supervisor's control to the solution of the procedural and management problems that arise.

ESSENTIAL AND OTHER IMPORTANT DUTIES**Essential Duties**

Answers telephone calls, greets visitors, and when the supervisor is busy, screens those who can be transferred, in the secretary's judgment, to subordinates and/or takes appropriate messages. Handles various matters and questions, including answering substantive questions not requiring research or technical knowledge. Keeps the supervisor's calendar and schedules appointments and conferences without prior clearance. Ensures that the supervisor is fully briefed on matters to be considered. Receives requests for statistical or informative material concerning supervisor's programs. Advises when material can be furnished and types and prepares it personally or makes arrangements to ensure that it is prepared by the supervisor's staff within the specific time. Maintains extensive records and complex files. Makes all necessary arrangements for meetings and conferences. Assembles background materials, which may include budgetary information, for supervisor. Attends meetings, and prepares reports of proceedings. Operates computer and associated programs and applications. Maintains index card files, case and control files with coding system. Processes specialized cases and records related to activities of a particular department or division. Initiates, coordinates, compiles, proofs and keeps records of requisitions and purchase orders. Performs related work as required.

Other Important Duties

May maintain personnel records. Attends training and developmental activities as scheduled. Performs related work as required

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of business English, grammar, spelling, punctuation, arithmetic, and modern office practices and procedures. Considerable knowledge of organizational rules, regulations, procedures, functions, and personnel. Knowledge of the principles of office management. Ability to compose effective and accurate correspondence and to deal with non-routine matters such as completing complex work with minimum instructions. Ability to maintain records and reference files, to assemble and organize data, and to prepare composite reports from such data. Ability to operate standard office equipment including computer/word processor. Ability to maintain confidentiality when processing documents of a sensitive nature. Skill in the application of modern secretarial techniques and practices. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and two years of secretarial and/or office clerical work experience. Successfully completed course work beyond the high school level may be substituted at the rate of 30 semester hours or 720 classroom hours on a year-for-year basis for up to a maximum of one year of the required experience.

Necessary Special Requirements

Ability to type at the rate of 35 correct words per minute, and take and transcribe dictation at the rate of 80 words per minute is required for designated positions allocated to this class.

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment for any of the designated positions allocated to this class.

Revised: 12-04-80
01-17-90
08-23-91
05-28-92
02-05-93
01-29-99
04-18-02
05-07-04*
02-19-10*