

**SECRETARY OF STATE**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

Administrative Secretary

**SERIES NO.:**

1681S

**MAJOR AGENCIES:**

Secretary of State only

**EFFECT. DATE:**

03/02/1997

**SERIES PURPOSE:**

The purpose of the administrative secretary occupation is to perform complex secretarial duties and administrative tasks in order to assist administrator in management of office functions.

**CLASS TITLE:**

Administrative Secretary

**CLASS NUMBER:**

16811S

**EFFECTIVE DATE:**

03/02/1997

**CLASS CONCEPT:**

The full performance level class works under general supervision and requires thorough knowledge of clerical and office functions in order to assist administrator.

<b>CLASS TITLE:</b> Administrative Secretary	<b>CLASS NUMBER:</b> 16811S	<b>BARGAINING UNIT:</b> 40
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**EFFECTIVE DATE:**

03/02/1997

**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)**

Performs complex secretarial duties; transcribes dictation; types variety of complex & confidential materials; maintains administrator's appointment schedule; makes travel arrangements; establishes & maintains record keeping system.

Researches & analyzes materials, information & programs; prepares reports & provides information to aid administrator in decision making & to assist with development of new procedures & programs; serves as liaison between administrator & other agencies, general public & staff; transmits decisions & directives & provides information; represents administrator at meetings & conferences.

Manages business functions of administrator's office; maintains fiscal records & prepares reports; purchases supplies & equipment & processes bills for payment.

Works on special assignments & projects as directed; performs clerical tasks (e.g., receives, opens, logs, distributes incoming mail; answers phone & screen calls; greets & directs visitors; photocopies; faxes; prepares materials for mailing); prepares routine forms.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of English grammar & composition; administrative practices & procedures\*; office practices & procedures; government structure & process; public relations; budgeting; agency regulations, policies & procedures\*. Skill to operate dictation/transcription equipment; typewriter &/or word processing equipment. Ability to deal with problems involving several variables in somewhat unfamiliar context; apply principles to solve practical, everyday problems; write routine business letters & records; gather, collate & classify information about data, people or things; move fingers easily to perform manual functions repeatedly; assess questions & provide appropriate information or referral.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

10 courses in secretarial science or its equivalent or 1 year experience; 300 hours training in public relations or 3 months experience; typing skill of 60 words per. minute.

-Or equivalent of minimum class qualifications for employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.