**SERIES PURPOSE:**
The purpose of the administrative secretary occupation is to perform complex secretarial duties and to assist administrator in management of office functions.

**CLASS TITLE:**
Administrative Secretary

**CLASS NUMBER:**
1681

**EFFECTIVE DATE:**
01/01/1980

**NEW EFFECTIVE DATE:**
06/24/1991

**CLASS CONCEPT:**
The full performance level class works under general supervision & requires thorough knowledge of clerical & office functions in order to assist administrator.
**CLASS TITLE:** Administrative Secretary  
**CLASS NO.:** 16811  
**BARG. UNITS:** 045

**EFFECTIVE DATE:** 01/01/1980  
**NEW EFFECTIVE DATE:** 06/24/1991

**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; takes & transcribes dictation using shorthand or machine; types variety of complex & confidential materials; maintains administrator's appointment schedule; makes travel arrangements; establishes & maintains record keeping system.

- Acts for administrator; serves as liaison between administrator & other agencies, general public & subordinates; transmits decisions & directives & provides information; represents administrator at meetings & conferences; assumes responsibility in administrator's absence.

- Manages business functions of administrator's office; maintains fiscal & personnel records & prepares reports; purchases supplies & equipment & processes bills for payment; participates in budget preparation; interviews, trains & oversees workflow of clerical personnel.

- Researches & analyzes materials, information & programs; prepares reports & provides information to aid administrator in decision making & to assist in development of new procedures & programs; works on special assignments & projects as directed.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of office management; office practices & procedures; government structure & process; public relations; budgeting; bookkeeping; inventory control; management. Skill in typing; shorthand or operation of dictating machine. Ability to transcribe dictation; make appointments; write routine business letters; gather, collate, & classify information; define problems, collect data, establish facts & draw valid conclusions; handle sensitive contacts with public & government officials.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

10 courses in secretarial science or its equivalent (or 1 yr. exp.); 300 hrs. training in public relations (or 3 mos. exp.); typing skill of 60 words per minute.

Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.