

ADMINISTRATIVE SECRETARY

Job Code	Pay Grade
11130	CL12

Nature of Work

This is varied and highly independent secretarial and administrative work within a large, diversified, high visibility County office. Employees in this class work with several subordinate departments, sections or divisions and perform a high degree of internal and external public contact work. Duties include various secretarial and administrative functions which require an extensive working knowledge of the organization and programs under the supervisor's jurisdiction. Emphasis is placed upon dealing with highly political, confidential and diplomatic matters requiring extreme tact and poise.

Minimum Qualifications Requirements

- 3 years of experience performing secretarial and varied office support work utilizing modern word processing equipment, or
- Associate's degree plus 1 year experience as described above, or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Receives and screens telephone calls, greets office visitors and provides information requiring a broad knowledge of department programs, operations, policies and procedures.
- Receives and screens incoming mail, routes correspondence and independently composes and types routine correspondence or memoranda on word processing and data entry equipment.
- Maintains controls on incoming and outgoing correspondence and documents to ensure timely replies.
- Maintains complex fiscal, operating, personnel, payroll and activity records and office files; indexes documents for filing, locates and periodically purges records.
- Records, transcribes, types and proofs stenographic dictation and minutes utilizing stenography and/or tape recording equipment; reviews work products for context, accuracy, punctuation, grammar, spacing and general appearance.
- Completes routine forms to summarize or document information; checks, verifies and corrects information on documents; operates a variety of office equipment including a calculator, typewriter, word processor, personal computer and reproduction machine.
- Schedules conferences and meetings; coordinates meetings and staff actions on behalf of the department manager.
- Summarizes and assembles reports and information required by department manager and organizes materials and data to assist in report generation.
- Relieves supervisors of administrative detail by advising employees on policies and procedures.
- Advises the public on departmental operations, policies, procedures; frequently speaks on behalf of the director.
- Performs related work as assigned or required.

ADMINISTRATIVE SECRETARY (continued)

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Knowledge, Skills, and Abilities

- Knowledge of business English, spelling, punctuation, arithmetic and grammar.
- Knowledge of office practices and procedures.
- Skill in taking and/or transcribing dictation, operating data entry or word processing equipment as required by area of assignment.
- Skill in the use of the personal computer, basic computer applications, and a typewriter.
- Ability to search for, compile data and prepare reports from files and other sources applicable to the topic of concern.
- Ability to supervise and review the work of clerical subordinates.
- Ability to maintain and retrieve complex office files.
- Ability to make decisions in accordance with laws, regulations or policy and apply these to work problems.
- Ability to rapidly acquire knowledge of administrative and procedural regulations and work independently on complex and confidential administrative tasks.
- Ability to compose effective and accurate correspondence, deal with non-routine matters without recourse to supervisors, make decisions in accordance with rules, regulations or policies and deal with the public in an effective and courteous manner.

For official use only

Revised	EEOC Code	Overtime Code
3/07	Administrative Support	Classified