

SECRETARY III

GENERAL STATEMENT OF DUTIES: Serves a public official as an administrative detail in acting as office manager, compiling and writing reports and correspondence, preparing and maintaining complex legal and related records; signing the official's name to papers as directed; does related work as required.

SUPERVISION RECEIVED: Works under supervision of administrative official who reviews work for effectiveness and conformance to established policy.

SUPERVISION EXERCISED: Exercises supervision over a small number of employees engaged in a variety of clerical tasks.

EXAMPLES OF PRINCIPAL DUTIES: An employee in this classification will perform any or all of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Writes letters, reports, articles, petitions, orders, minutes, indictments, legal opinions, and other materials of an important or confidential nature from dictation, general instructions, or personal knowledge and research, as directed.
2. Opens and distributes departmental mail; answers routine inquiries independently and signs supervisors name.
3. Searches out information in departmental library, files, and records; compiles requested narrative and statistical data for use of supervisor, and makes up into report form as requested.
4. Maintains books of departmental accounts; enters receipts and expenditures, maintains running balances, and makes up periodic financial reports; maintains records on budgetary allotments and assists with preparation of budget.
5. Checks office supplies and equipment and orders supplies and repairs as necessary.
6. Maintains departmental personnel and payroll records and prepares payroll; prepares and processes invoices, requisitions, expense claims, and vouchers.

7. Sets up, supervises, and maintains departmental files, indexes and registers.
8. Interviews callers in absence of supervisor and makes appointments for him.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of standard and legal office practices and of business English, spelling, composition, and arithmetic; considerable knowledge of standard bookkeeping methods; working knowledge of modern practices and methods of office management and supervision, skill in taking and transcribing difficult shorthand dictation, and in typing; ability to effectively train and supervise clerical subordinates and to work harmoniously with other employees; ability to make decisions independently in accordance with established policies and to use initiative and judgement in carrying out tasks and responsibilities with only general instructions and guidance; ability to use tact and judgement in dealing with the public and with executives and officials from other agencies; ability to compose letters and reports in effective style and proper business form.

EXPERIENCE AND TRAINING: Three years of experience in office work, including considerable secretarial experience of a progressively responsible nature; and graduation from a senior high school, preferably supplemented by college or business school training; or an equivalent combination of experience and training.