

## Specification for Class of

## SECRETARY SUPERVISOR

**Abolished Effective June 1, 2005**CLASS SERIES INTENT

In support of a supervisor and/or staff members, provides secretarial services and assistance for the purpose of facilitating the supervisor's and/or staff members' own work and relieving the supervisor and/or staff members of day-to-day clerical detail. Applies knowledge of supervisor's and/or staff members' work commitments including status of projects and nature of contacts. Secretarial duties include making travel arrangements, scheduling meetings, taking notes and transcribing minutes, screening calls and visitors, keeping supervisor's and/or staff members' calendar(s) and committing supervisor's and/or staff members' time.

Definition: Supervises office support staff and performs complex secretarial duties.

Distinguishing Characteristics: Interviews and recommends selection of applicants, conducts training, assigns and schedules work, acts upon leave requests, conducts annual performance evaluations and recommends corrective actions. Establishes office procedures, standards, priorities, and deadlines. Has frequent contacts with clients, the public, students, faculty, staff members from other departments, and management staff. Performs complex secretarial duties such as independently prioritizing work, monitoring and evaluating budget(s) status and initiating corrections, developing travel itineraries, compiling reports, studies, and applications, developing, modifying, and/or maintaining data base management, office record keeping, or filing system(s), and coordinating office operations. Initiates action to ensure work unit and/or office goals are met. May perform administrative duties as delegated by the supervisor and/or provide and coordinate administrative support functions for a large unit.

Uses independent judgment to accomplish assignments or solve problems. Responsible for developing new work methods, procedures, or strategies or modifying existing work methods, procedures, and strategies to solve new or unusual problems. Plans and prioritizes work to meet internal and external deadlines. Work is subject to review at the completion stage to determine effectiveness in producing expected results.

## Examples Of Work

Represents supervisor as delegated;

Attends meetings on supervisor's or work group's behalf and presents supervisor's or work group's position;

Provides information related to supervisor's planning, organizing and operation of the department or unit;

Relays messages and instructions from the supervisor to his/her staff members;

Resolves problems and responds to inquiries regarding procedures and services; answers telephones; receives, screens and refers visitors;

Maintains supervisor's or staff members' calendars and makes appointments; schedules and arranges meetings; makes room reservations; assures that supervisor and staff members are fully briefed before scheduled meetings on matters to be considered;

Maintains records of incoming and outgoing correspondence and documents and follows up on work in process;

Maintains, monitors, and evaluates budget or fiscal records; completes or processes requisitions, invoices and payroll; identifies problems and initiates corrections; assists in the development of organization budget;

Formats transcription from rough draft, shorthand, speedwriting, or recording equipment; takes meeting minutes; composes and keyboards or types letters, meeting notices, and agendas; compiles and keyboards or types reports, studies, manuscripts, applications, financial statements, schedules, test materials, evaluations, and other documents;

Proofreads material, making corrections for sentence structure, spelling, grammar, and punctuation;

Reviews publications for articles or reports on subject matter of special interest, obtains copies and maintain files of such information;

Establishes and/or revises electronic or manual files;

Makes travel arrangements and maintains records of itineraries; compiles final travel expense report;

Coordinates office operations; orders supplies, equipment, printing, and arranges for facility and equipment maintenance and repair contracts and services;

Performs complex word processing tasks such as merging and sorting, integrating text with graphics, spreadsheet and data base files, uploading/downloading, and creating footnotes and outlines; uses spreadsheet and data base software to develop and maintain records; uses basic statistical software packages; prepares spreadsheets involving the development of formulas; combines files to create reports; uses graphics software and recommends appropriate display of information;

Performs electronic mail tasks;

Performs the duties of Secretary Senior;

May use desk top publishing software program;

Performs related duties as required.

#### Desirable Qualifications

High school graduation or GED.

#### AND

Three years of office experience performing duties which required keyboarding or typing.

Note: Positions in this class typically require keyboarding or typing accurately at a net speed of 50 words per minute or faster.

New Class: 07/01/97.

Merges/incorporates complex secretarial work for a single supervisor involving supervision of staff which was formerly included in the classes of 01580, Secretary 1-Typing; 01600, Secretary 1-Shorthand; and 01620, Secretary 2. Meges/incorporates complex secretarial and supervisory work performed in support of unit staff which was formerly included in the classes of 00140, Clerk 3; 01140, Clerk Typist 3; 01540, Clerk Stenographer 3; and 12690, Office Assistant.