

CLASS TITLE: Executive Secretary I

CHARACTERISTICS OF THE CLASS: Under supervision, performs responsible and confidential secretarial work including minor administrative functions for a Director or Commissioner of a small City department; and performs related duties as required.

EXAMPLES OF DUTIES: Takes dictation and transcribes extensive and complex notes on confidential matters and minutes of meetings; types letters, memoranda, and reports from rough drafts; reviews all outgoing correspondence for supervisor's signature; composes replies to incoming correspondence as directed by supervisor, or on own volition in routing matters; maintains supervisor's confidential files; prepares, maintains and confirms daily appointment schedule for supervisor; screens and directs telephone calls and visitors; reviews and interprets administrative decisions and policies as explained by supervisor; relieves supervisor of clerical detail and minor administrative matters; relays orders and instructions as directed by supervisor.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Three years of progressively responsible clerical experience and the ability to type at least 50 words per minute. The ability to take dictation may be required.

Knowledge, Abilities and Skill. Considerable knowledge of modern office practices, procedures and equipment. Considerable knowledge of effective proofreading techniques. Considerable knowledge of departmental rules and regulations.

Ability to type accurately at the required speed and take dictation. Ability to follow oral and written instructions. Ability to operate modern office equipment. Ability to keep and maintain accurate records and files which may be of a sensitive and/or confidential nature. Ability to communicate effectively orally and in writing. Ability to compose letters and memoranda. Ability to handle administrative detail.

Considerable skill in the proficient operation of a typewriter, PC or dedicated word processors. Considerable skill in the application of modern office procedures and techniques.

March, 1991