

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** EXECUTIVE SECRETARY AND ADMINISTRATIVE ASSISTANT **GRADE:** 11

**TITLE ABBREVIATION:** EXEC SEC ADM AST **TITLE NO.:** 6351

JURIS.CL: C SALARY CODE: 01 UNIT:        EEO CODE: AS FLA CODE: NE  
E-County Exec Offc.

DEPARTMENT: VARIOUS DIVISION:

SUPERVISOR'S TITLE: VARIOUS

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for the performance of executive secretarial tasks of a highly responsible and confidential nature and diversified relevant administrative functions for a Department Head of an agency or department within Orange County government. Employees in this class are responsible for the supervision of subordinate clerical staff and the functional operations of the administrative office including personnel and civil service administration, budgeting, accounting and purchasing. This class differs from that of Senior Secretary and Administrative Assistant by virtue of the diversity of activity, high degree of exposure to confidential material and frequency of high level internal and external contacts. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Manages the administrative office, supervising subordinate staff and monitoring daily activities and long term projects;

Serves in a coordinative and liaison capacity in administrative matters;

Participates in the preparation and control of the annual budget;

Coordinates special department responsibilities, i.e. insurance, contracts/bids;

Relays directives to supervisory personnel and follows up on their completion in accordance with delegated responsibility;

Serves as an assistant to superior(s) in their absence in activities related to the function of the department;

Arranges appointments and meetings;

Operates various computerized systems/programs and may offer technical assistance to users of such systems/programs;

Assembles a variety of data from office records and outside sources and compiles reports and response to inquiries;

Types, on a keyboard or typewriter, correspondence, reports, memoranda, contracts, budgets, etc;

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May be in contact with banking institutions regarding transfer of County funds, updating of bank margins, investment of County funds, and other related financial transactions;

May draft requests for proposals and federal and state aid reports;

Answers phones, screens calls and directs calls to the proper individual or office.

May prepare, compile data, and monitor contracts for department.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern office practices, procedures and equipment; thorough knowledge of the functions, procedures, organization and governing regulations of the department; good knowledge of English and business math; good knowledge of the elementary principles and practices of accounting and bookkeeping; ability to demonstrate keyboard proficiency; demonstrated ability to plan and supervise the work of others; ability to communicate both orally and in writing; ability to formulate and initiate administrative plans and procedures and to direct their application; ability to deal with high level staff members; ability to compose detailed reports; tact and courtesy; good judgement; thoroughness and dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Associate's Degree, or higher, in secretarial science or related field and two (2) years of secretarial or office clerical experience including the use of word processing and spreadsheet software, one (1) year of which involved overseeing and/or directing the work of others; OR
- (B) Completion of sixty (60) college credits and three (3) years of experience as outlined in (A) above, one (1) year of which involved overseeing and/or directing the work of others; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as outlined in (A) above, one (1) year of which involved overseeing and/or directing the work of others; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.