

ORANGE COUNTY CLASS SPECIFICATION

**TITLE** SECRETARY AND ADMINISTRATIVE ASSISTANT I **GRADE:** 08

**TITLE ABBREVIATION:** SEC/ADM ASST I **TITLE NO.:** 6597

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE

**DEPARTMENT:** VARIOUS **DIVISION:** \_\_\_\_\_

**SUPERVISOR'S TITLE:** VARIOUS

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for the performance of full secretarial tasks and administrative functions for one or more management level personnel. Employees in this class may function as an Office Manager, leading and directing the work of one or more clerical staff and coordinating the daily operations of a specific department or unit. Work is performed under general supervision with leeway to exercise independent judgement in carrying out the details of the work. This class differs from that of Secretary and Senior Secretary by virtue of the increased level of administrative and/or supervisory duties. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Assists in developing, updating and maintaining departmental policies and procedures;

Collects, compiles and types statistics and other related information;

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

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

Attends to the operation of the administrative office including budget preparation, billing and other fiscal matters;

Operates computer systems and applications such as spreadsheets, word processing, calendar, e-mail or other database software in performing work assignments;

May assign and review work of subordinate employees and instruct new employees in the specialized work of a unit;

Makes appointments and maintains calendars for supervisors and unit to which assigned;

May be responsible for submission of Worker's Compensation claims and completion of related forms;

May record minutes of meetings;

Maintains departmental files.

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

**CHARACTERISTICS:** Good knowledge of modern office management practices and equipment; good knowledge of English and business math; ability to readily acquire familiarity with the law, regulations, policies, practices, functions and personnel of the unit to which assigned; ability to understand and follow complex oral and written directions; ability to lead and direct the work of others; computer skill involving standard word processing and spreadsheet applications;; ability to communicate clearly, both orally and in writing; ingenuity and resourcefulness in handling routine administrative problems; tact and courtesy; good judgement; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Completion of 60 credit hours and one (1) year of clerical or secretarial experience which shall have involved keyboarding; OR
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as outlined in A above; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTES:**

- Your degree or credits 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 or credits were 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.
- Keyboarding proficiency will be evaluated during the probationary period.