

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR SECRETARY AND ADMINISTRATIVE ASSISTANT **GRADE:** 10

TITLE ABBREVIATION: SR SEC/ADM ASST **TITLE NO.:** 6574

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **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 varied relevant administrative functions for a Department Head or high level management individual within an Agency or Department of Orange County government. Employees in this class handle work of a confidential and responsible nature and may supervise subordinate clerical staff. Work involves the coordination of the operations of the administrative office including personnel and civil service administration, budgeting, accounting and purchasing. This class differs from that of Secretary and Administrative Assistant II in that it requires a greater degree of independent judgment and knowledge of department organization and has frequent access to confidential information. Does related work as required.

TYPICAL WORK ACTIVITIES:

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

Serves in the capacity of a personnel officer covering the clerical force of the department in matters related to personnel and civil service administration, coordinating such matters with the central Personnel Department;

Types important and confidential material from dictaphone or written copy;

Takes notes of meetings and hearings, and prepares the minutes;

Relieves the superior of office and administrative details not requiring their personal attention;

Serves in a coordinative and liaison capacity in administrative matters;

Receives and handles inquiries, complaints and requests concerning department activities;

Arranges appointments and meetings and prepares materials for the superior; compiles or researches data and prepares reports;

Supervises and participates in such administrative functions as personnel interviewing, the processing of personnel and payroll records and forms, preparing and monitoring budgets, grants, contracts, billing or other fiscal matters;

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

Opens and screens mail, and answers it independently or routes it with background material as necessary;

Attends to other correspondence independently as delegated, or from brief direction;

Performs a variety of complex clerical tasks;

Maintains and directs the maintenance of files, both general and confidential.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern office practices, procedures and equipment; good knowledge of the functions, procedures organization and governing regulations of the department; good knowledge of business math and English; good knowledge of the elementary principles and practices of accounting and bookkeeping; ability to demonstrate keyboard proficiency; computer skill involving standard word processing and spreadsheets; ability to plan and supervise the work of others; ability to present written and oral comments and opinions clearly and concisely; ability to formulate and initiate administrative plans and procedures and to direct their application; ingenuity and resourcefulness in handling administrative problems; tact and courtesy; good judgment; thoroughness and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of 60 credit hours at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees 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) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as outlined in (A) above, one (1) year of which involved overseeing and/or directing the work of others; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

REVISED: 3/24/17 AT