

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: SENIOR SECRETARY

TITLE #: 1597

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the performance of varied secretarial functions for one or more management level personnel. Work is performed under general supervision with leeway to exercise independent judgement in carrying out the details of the work. The work may involve leading and directing subordinate clerical staff. This class differs from that of Secretary by virtue of the difficulty of the work performed and increased supervisory responsibility. Does related work as required.

TYPICAL WORK ACTIVITIES:

Uses word processing software or typewriters to prepare correspondence, reports, memoranda, news releases, speeches, or other materials from clear copy, rough draft, or recorded dictation;

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

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

Operates standard office equipment such as computers and peripheral equipment, calculators, fax, copy machines, metered mail machines, etc.

Composes and types routine correspondence or minutes from meetings from verbal instructions, written notes, dictation or taped recordings, applying knowledge of departmental operations and regulations;

Receives and distributes mail;

Maintains personnel and payroll records, or other departmental files;

Types, processes, checks, codes and files requisitions, claims, vouchers, bills and receipts;

Collects, compiles and types statistics and other related information;

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

Schedules and organizes various committee and/or board meetings;

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

May relieve on switchboard or act as a receptionist directing calls or visitors to the appropriate person;

May assist in the budget process, gathering data for budget preparation, typing the budget, and monitoring monthly expenses;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of English and business math; good knowledge of office terminology, procedures and equipment; computer skill involving standard word processing, e-mail, calendar, spreadsheets or other database software; ability to understand and follow complex oral and written directions; ability to demonstrate keyboard proficiency; ability to lead and direct the work of others; good judgment; tact; courtesy; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

NOTE: Computer literacy will be evaluated during the probation period.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 01/11/23 LD