

## **CONFIDENTIAL SECRETARY**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent works closely with the department head on confidential matters. This position requires independent judgment, integrity and discretion in carrying out secretarial, administrative and clerical responsibilities and in dealing with employees and the public. The work generally involves all aspects of preparation of moderately difficult correspondence, documents and forms and requires a general understanding of office policies and procedures. The work is performed under the direct supervision of the department head. Supervision of others is not typical of this class.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Acts as secretary to a department head which calls for the use of judgment and experience in making decisions in accordance with established policies and procedures;
- Performs all secretarial, administrative and clerical duties as assigned by the department head;
- Composes and types routine correspondence, applying a knowledge of departmental operations and regulations;
- Prepares reports, documents and forms using computer software systems, such as Microsoft Office, etc.;
- May read incoming mail and answer general correspondence;
- May provide general information to the public by phone or in person;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of office terminology, personal computers and office equipment;
- Good knowledge of Business English;
- Ability to understand and carry out complex oral and written directions;
- Ability to act independently;
- Ability to be discrete, confidential and professional;
- Ability to prepare written correspondence, forms and documents;
- Ability to establish and maintain effective working relationships with employees, other governmental officials and the general public;
- Clerical aptitude;
- Initiative;
- Good judgment;
- Resourcefulness;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

None are required.