

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

PRIVATE SECRETARY I

Position Code: K7171

DISTINGUISHING FEATURES OF THE CLASS

Subject to management approval, performs responsible and confidential secretarial duties for a Department Director and/or Deputy Director; uses considerable discretion in handling administrative matters within established policies and procedures; interprets and explains routine departmental policies, programs and procedures.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Serves as secretary to a Department Director and/or Deputy Director; types difficult administrative and confidential reports, correspondence, minutes of meetings, etc.; may take and transcribe oral or machine dictation.
2. Prepares correspondence for the Director's/Deputy Director's signature and signs correspondence, forms, reports or other papers as designated.
3. Maintains supervisor's confidential and general files; gathers information for reports, speeches, etc.; coordinates maintenance and establishment of general files within the Department.
4. Receives, screens and distributes incoming correspondence and materials; prepares outgoing correspondence for the Director's/Deputy Director's personal attention; reviews correspondence prepared by other departmental staff for form and compliance with departmental policies, procedures and regulations; maintains correspondence control at the Department level.
5. Receives visitors and incoming calls; screens callers/visitors answering routine inquiries and referring to appropriate departmental staff as necessary; makes and cancels appointments; arranges meetings; promotes and develops good working relationships through personal and phone contact.
6. Requests reports and information from departmental staff to obtain information needed by the Director/Deputy Director for decision-making or as requested by the Secretary or his/her immediate staff; establishes completion dates.
7. May coordinate clerical services throughout the Department by establishing clerical standards of work, filing systems or procedures; may supervise a small clerical staff or pool.

PRIVATE SECRETARY I (Continued)

8. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years high school with courses in typing and general office procedures, preferably supplemented by additional courses in business and office management, secretarial practices and shorthand, and two years progressively responsible clerical experience including secretarial work.

Knowledge, Skills and Abilities

- Requires thorough knowledge of business English and secretarial procedures and practices.
- Requires extensive knowledge of office methods, policies and procedures and practices.
- Requires extensive knowledge of the operation, organization and governing law and regulations of the Department concerned.
- Requires extensive knowledge of typical programs and functions of State government.
- Requires ability to compose tactful and clear correspondence and memoranda without specific instruction or review.
- Requires ability to exercise courtesy, tact, and diplomacy in receiving callers and visitors.
- Requires ability to work independently.
- Requires ability to maintain good relationships with employees and the public and to handle public relations problems with tact and courtesy.
- Requires ability to operate a typewriter rapidly and accurately.
- Requires ability to supervise a small clerical staff.

Approved by the Secretary of State Merit Commission - March 8, 1983

Effective - March 16, 1983

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year