

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

**PRIVATE SECRETARY II**

**Position Code: K7172**

**DISTINGUISHING FEATURES OF THE CLASS**

Subject to management approval, performs highly responsible and confidential secretarial and administrative duties for a Department Director and/or Deputy Director; serves as staff assistant independently handling a variety of administrative details and public relations matters for the supervisor; conducts special studies and investigations on departmental operations or problems; assists supervisor in implementation of departmental policies and programs.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Serves as secretary to a Department Director and/or Deputy Director; drafts, edits and types complex and confidential administrative correspondence, reports, memoranda, etc., often involving legal, technical or specialized terminology; may take and transcribe extensive and complex oral and machine dictation.
2. Assists the supervisor in execution and implementation of departmental policies and programs; relieves supervisor of a variety of routine administrative details as delegated; recommends improved operating policies and procedures; performs short-term studies or investigations involving departmental programs or problems.
3. Serves as liaison for the supervisor with department management and supervisory staff and with managerial and administrative staff in other departments; promotes harmonious working relationships with all contacts.
4. Reviews, prioritizes and distributes incoming correspondence and materials; screens for Director's/Deputy Director's personal attention; prepares responses to inquiries regarding departmental policies, procedures and programs; supervises the preparation of outgoing correspondence and reviews for form and compliance with established policies, rules and regulations; signs routine outgoing correspondence, forms, etc., and nonroutine correspondence or other documents as delegated; establishes correspondence control at the department level and assures follow-up; obtains information and reports from departmental staff to assist in the decision-making process or as requested by the secretary of his/her immediate staff.

**PRIVATE SECRETARY II (Continued)**

5. Screens visitors and callers answering inquiries involving the interpretation and explanation of departmental policies, procedures and programs; personally handles visitor/caller requests or programs or refers to appropriate staff if necessary.
6. Gathers information from diverse sources for reports, correspondence, speeches, etc.; compiles special, confidential administrative reports or information; makes and cancels appointments; arranges meetings; attends meetings and conferences to keep abreast of matters affecting departmental operations.
7. May coordinate clerical services throughout the department by establishing clerical standards of work, filing systems or improved office or clerical procedures; may supervise clerical or stenographic staff.
8. Maintains confidential files for the Director/Deputy Director; maintains reference files including legislative materials, judicial proceedings, general information related to department activities, etc.
9. 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 in general office procedures, preferably supplemented by additional courses in business and office management, secretarial practices and shorthand and three years progressively responsible clerical experience including secretarial work.

### **Knowledge, Skills and Abilities**

Requires thorough knowledge of business English and secretarial procedures and practices.

Requires thorough knowledge of office methods, policies and procedures.

Requires thorough knowledge of the operation, organization and governing laws and regulations of the department concerned.

Requires ability to compose confidential and administrative correspondence without specific instructions or review.

Requires ability to exercise courtesy and tact in receiving callers and dispensing and obtaining information.

Requires ability to operate a typewriter rapidly and accurately.

## **PRIVATE SECRETARY II (Continued)**

Requires ability to analyze operational problems and recommend viable solutions.

Requires ability to plan, supervise and coordinate the activities of a 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