

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

SECRETARY II

Position Code: K7902

DISTINGUISHING FEATURES OF THE CLASS

Under general direction, performs responsible secretarial and administrative work for a line manager at the division level or equivalent; makes independent decisions within defined limits requiring knowledge of program functions, policies, rules and regulations; acts as liaison in the promulgation of supervisor's policies and programs; exercises discretion in making determinations on important problems which do not deviate from established policies or procedures.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Reads and distributes incoming correspondence; supervises the preparation of outgoing correspondence for supervisor's personal attention; reviews correspondence for compliance with policies, rules and regulations; maintains correspondence control and establishes completion dates.
2. Advises and instructs clerical personnel on changes in procedures affecting preparation of correspondence and reports; confers with various management staff regarding the development and improvement of clerical procedures.
3. Attends and participates in various staff meetings to keep informed of proposed changes in current policies and legislative activity; reviews minutes for accuracy and compliance with recommended action taken at these meetings.
4. Requests reports or other necessary information from various operating managers to answer numerous and varied inquiries pertaining to programs, procedures and established policy.
5. Confers with clerical staff to discuss personnel problems, disposing of such matters in accordance with established policies.
6. Provides information to the general public or operating managers on methods, procedures and interpretations of supervisor's policies and programs, or the allocation and assignment of work between operating organizations; transmits instructions and directives regarding changes or clarification of policy and preparation of reports or special assignments.
7. Gathers background data from a variety of designated sources to assist supervisor in the making of decisions and

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preparation of speeches, reports, news releases and legislative proposals.

8. Prepares nonroutine correspondence on own initiative; may sign supervisor's name to correspondence, reports, requisitions and similar papers; screens calls and callers; maintains appointment book for supervisor.
9. May supervise a small clerical staff; develops clerical procedures for the completion of special assignments requiring the temporary services of secretarial and clerical personnel; exercises direct supervision in the completion of these assignments.
10. Operates typewriter, dictaphone, adding, duplicating, copying and other clerical machines; uses other related office equipment; may take and transcribe oral dictation.
11. 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 and two years responsible clerical experience.

Knowledge, Skills and Abilities

Requires thorough knowledge of business English, secretarial procedures and practices and principles of office management.

Requires extensive knowledge of care and operation of a typewriter.

Requires extensive knowledge of the functions, procedures, organization and governing laws and regulations of the departments concerned.

Requires working knowledge of the programs and functions of various state agencies.

Requires ability to exercise good judgment in carrying out and interpreting existing laws, rules and regulations and to apply departmental policies to daily work problems.

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

Requires ability to work independently and efficiently.

Requires ability to compose a variety of memoranda or letters without instructions and review.

Requires ability to maintain continuous satisfactory relationships with employees and the public.

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Approved by the Secretary of State Merit Commission - March 12, 1985

Effective - March 16, 1985

EXAMINATION INFORMATION

Tests and Weights:

Written Test
Typing Test

Knowledge Tested:

Grammar
Office Methods and Procedures
Following Written Directions

Length of Eligibility:

1 year