

ADMINISTRATIVE SECRETARY

DEFINITION:

Assists an administrative official of a department or autonomous government agency at a level no lower than department head, by performing varied, complex administrative secretarial, advanced clerical and program support functions of a general or specialized nature; relieves the administrative official of technical, as well as general administrative details; may supervise clerical operations and staff; does other related duties as required.

SPECIAL NOTE:

Positions in this class perform highly specialized and responsible secretarial and administrative clerical work requiring experience and familiarity with departmental functions and procedures. Employees frequently exercise independent judgment and make decisions in accordance with delegated responsibilities. Work is performed independently, requiring minimal review upon completion. Positions in this title may be required to take the lead over or supervise other clerical personnel.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

NOTE: Appointments may be made to positions requiring bilingual skills.

04750 - Bilingual in Spanish and English

SPECIAL SKILL

Applicants must be able to read, write, speak, understand, or communicate in English and Spanish sufficiently to perform the duties of this position.

EXAMPLES OF WORK:

Performs varied, complex secretarial and administrative clerical work, involving some elements of troubleshooting.

May supervise the secretarial, clerical and related operations of a department or autonomous government agency.

Maintains calendar and schedule of appointments for an administrative official.

Schedules and maintains travel arrangements for an administrative official, as authorized.

Prepares administrative correspondence, memoranda, and statements on behalf of an administrative official, as authorized.

Where authorized, reviews, prioritizes and responds to voicemail and various correspondence on behalf of an administrative official.

Prepares meeting agendas, attends meetings and records minutes.

Greets and directs visitors.

Screens and routes incoming calls.

May order and distribute office supplies and equipment.

Assists an administrative official in the formulation of policies and procedures for the office and other clerical operations of a department or autonomous government agency.

May draft proposed ordinances and/or resolutions on behalf of an administrative official.

Collects and analyzes data required in the formulation of administrative decisions.

May directly supervise designated phases of the clerical and related work involved in maintaining financial and/or personnel records, preparing payrolls, making purchases, compiling statistical and other data, checking and approving invoices/vouchers, and collecting/depositing money.

Conducts special projects as requested.

Makes decisions requiring knowledge of the organization.

Maintains essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

Five (5) years of experience in the capacity of a secretary to an executive or administrative official in a public or private organization

NOTE: Successful completion of a 2-year program in secretarial science at an accredited college or university may be substituted for two (2) years of the above experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of office methods, practices, and equipment.

Knowledge of how to perform complex typing tasks.

Knowledge of the methods used to effectively maintain a calendar and schedule of appointments for an executive or administrative official.

Knowledge of the methods used to effectively prepare

administrative correspondence, memoranda, and statements on behalf of an executive or administrative official.

Knowledge of the internal organization and established policies/procedures/regulations relative to the work of the department or autonomous government agency after a period of training.

Knowledge of problems involved in the formulation of policies/procedures for the office and other clerical and related operations.

Knowledge of methods used in preparing and supervising the preparation of statistical and other reports containing findings, conclusions, and recommendations.

Ability to comprehend and adhere to established secretarial, office administrative clerical and related routines, rules, and regulations of complexity in a relatively large organization.

Ability to maintain calendar and schedule of appointments for an administrative official.

Ability to schedule and maintain travel arrangements for an administrative official.

Ability to prepare administrative correspondence, memoranda, and statements on behalf of an administrative official.

Ability to prepare meeting agendas.

Ability to organize assigned work and develop effective work methods.

Ability to provide assignments and instructions to individuals and groups.

Ability to prepare and supervise the preparation of reports containing findings, conclusions, and recommendations.

Ability to conduct and supervise the establishment and maintenance of records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.