

Job Classification Specification

Jobcode Data

Effective Date Job Code 002943 Status A Reg/Temp Preferred

Description ADMIN SECRETARY

Minimum Salary Range \$3150.00 Maximum Salary Range \$4733.00

Job Classification Specification

Effective Date 06/15/2023

SUMMARY

Summary: Under general supervision, is responsible for secretarial work of average difficulty; and performs related work as required.

Distinguishing Features: This is the highest class in the general secretary sub-series. An employee in this class applies secretarial science techniques to assist an executive in the management of time and in the handling of administrative detail so the executive may be more effective and efficient in action. This class differs from Secretary in that an incumbent of the latter performs work of less scope and complexity and has less responsibility for records and reports. This class differs from those in the Executive Secretary sub-series in that incumbents of the latter have greater responsibility in areas of interpretation and enforcement of secretarial procedures, personal contacts, application of the theory and practice of secretarial science at an advanced level, and performance work of greater scope and complexity.

RESPONSIBILITIES

Interacting With Computers:

1. Creates and maintains documents, presentations, and spreadsheets using current software.

Communicating with Supervisors, Peers, or Subordinates:

1. Answers questions to provide assistance and direction regarding policies, procedures, and agency information.
2. Provides polite and effective customer service for all individual contacts.

Documenting/Recording Information:

1. Types a variety of material of narrative, tabular, statistical and other nature including correspondence, memoranda, abstracts, articles, business, case, legal, medical, and other items.

Scheduling Work and Activities:

1. Organizes and coordinates meetings for outside vendors and division staff.

Getting Information:

1. Prepares files for view by the public.
2. Gathers materials necessary for meetings, interviews, and presentations.
3. Contacts outside agencies for reference data to ensure accuracy of settlements.
4. Retrieves information from files, internet, and databases regarding personnel, payroll, invoices, accounts receivable, etc.
5. Researches past purchase orders, contracts, and other items as requested.
6. Contacts vendors for price quotes.

Processing Information:

1. Performs a variety of routine clerical functions such as compiling/assembling information for dissemination.

Updating and Using Relevant Knowledge:

1. Completes necessary training to remain current on computer software used during daily job duties.

Establishing and Maintaining Interpersonal Relationships:

1. Maintains relationships with internal and external business partners and the general public.

Administrative Activities:

1. Creates documents and e-mails for internal and external communications from copy, rough draft, marginal notes, or verbal instruction.
2. Prepares tabulations and performs a variety of figures including timesheets, mileage, etc.
3. Performs a variety of routine clerical functions.
4. Maintains appointment calendars for office staff.
5. Performs record keeping duties including archiving files of various media.
6. Makes travel arrangements for office staff.
7. Proofreads documents to ensure accuracy of content.
8. Distributes work to units and maintains files for executive or supervisor.
9. Reserves conference rooms for staff meetings and trainings.
10. Processes payment transactions to or from customers.
11. Moves and lifts boxes, files, and equipment as needed.
12. Files documents and items in both paper and electronic formats according to office preference.
13. Submits training requests for office staff.
14. Performs a variety of other duties to ensure efficient use of time for office staff.
15. Maintains contact lists for both the agency and outside contacts.
16. Opening, sorting, sending, and distributing mail.
17. Organizes and maintains stock/file room.

Monitor Processes, Materials, or Surroundings:

1. Audits employee timesheets to ensure accuracy and completeness.
2. Monitors reports and databases to ensure deadlines and policies are met.
3. Monitors employee requisition lists for hiring process including correspondences for interviews.
4. Audits business relevant documents for accuracy and completeness.
5. Monitors the creation of official forms for submission to the forms committee.

6. Tracks payments and correspondence to monitor completeness of the process.
7. Monitors outstanding purchasing and requisition orders throughout the entire process.
8. Monitors inventory levels of standard office supplies to ensure adequate stock for office functionality.
9. Monitors office equipment to ensure proper working condition.
10. Scans documents to minimize the need for hard copy storage.

Communicating with Persons Outside Organization:

1. Answers questions to provide assistance and direction regarding procedures and to provide information by telephone.
2. Screens and directs calls and visitors to proper services.
3. Communicates by telephone, e-mail, or personal contact.
4. Provides polite and effective customer service to all individuals that contact the agency.
5. Notifies technicians if office equipment is not functional.

Inspecting Equipment, Structures, or Material:

1. Inspects office equipment to ensure proper working condition.

QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to two years of increasingly responsible full-time secretarial or office clerical work.

OR

Qualifying full-time secretarial or office clerical experience may be substituted for the required education on a year-for-year basis; additional qualifying education at an accredited college, business school or technical institute in secretarial science may be substituted for the required experience on a year-for-year basis to a maximum of two years.

Necessary Special Qualifications: Applicants for this class *may be* required to:

1. Complete a criminal history disclosure form in a manner approved by the appointing authority;
2. Agree to release all records involving their criminal history to the appointing authority;
3. Supply a fingerprint sample prescribed by the TBI based criminal history records clerk.

Examination Method: Education and Experience, 100%, for Preferred Service positions.

COMPETENCIES

Competencies:

1. Dealing with Ambiguity
2. Functional/Technical Competency
3. Intellectual Horsepower
4. Organizing
5. Priority Setting
6. Time Management
7. Action Oriented

8. Written Communication
9. Comfort Around Higher Management
10. Customer Focus

Knowledge:

1. Basic computer software and security knowledge
2. Clerical
3. Customer and personal service
4. Knowledge of grammar
5. Knowledge of mathematics

Skills:

1. Active learning
2. Active listening
3. Basic skill of speaking
4. Reading comprehension
5. Service orientation
6. Time management
7. Writing

Abilities:

1. Adaptability
2. Oral comprehension
3. Oral expression
4. Speech recognition
5. Written comprehension
6. Written expression

TOOLS & EQUIPMENT

1. Audio Visual Equipment
2. Automatic and manual filing systems
3. Binding machine
4. Calculators
5. Conference Call Equipment
6. Copiers
7. Electric and Manual Hole Punchers
8. Electric and manual staplers
9. Fax Machine
10. Intercommunications system
11. Laminating machines
12. Overhead projectors
13. Paper Shredders
14. Pencil sharpeners
15. Personal Computer
16. Printer
17. Postage Meter

18. Scanning Devices
19. Tape Recorders
20. Telephones/cell phones
21. Time, date, and serial number stamping machines
22. Transcription equipment
23. Two-way radios
24. Typewriters
25. Video Conference Equipment