

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 06/26/08	CLASS TITLE: ADMINISTRATIVE SECRETARY	CODE: 16838
	MAJOR AGENCIES: B C C (VARIOUS)	PAGE <u>1</u> OF <u>2</u>

CLASS CONCEPT: Full performance level in secretarial and assistant occupations under direction of Schedule C manager requiring considerable knowledge of clerical and administrative procedures to perform complex secretarial support and assist Schedule C manager and subordinate staff of manager in administrative tasks and management of office functions. Performs the material and substantial duties of the classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	Performs complex secretarial/assistant duties as support to Schedule C manager; uses broad spectrum of automated office systems to perform tasks including production of typed copy of routine and confidential correspondence and reports; proofreads material for accuracy and completeness including correction of grammar, punctuation and spelling; maintains confidential files; maintains calendar; makes travel arrangements as required; takes minutes of meetings; prepares personnel/payroll timesheets/reports/forms as required; handles sensitive telephone calls and channels calls to appropriate parties for response; organizes/coordinates preparation, support and follow-up details for meetings and conferences; coordinates acquisition and maintenance of office equipment; assists with projects including research, compilation and finalization as assigned; prepares/processes invoices and purchase orders; maintains various databases of information as required.	Knowledge of: (English grammar and composition); 1(budgeting), 11a(public relations); 11b(human relations); 12(office management); 13a(office practices and procedures)*; 13b(agency policies and procedures)*; 14(government structure and process)*. Skill in: 25b(word processing – keyboard 50 w.p.m. with 0 errors); 29(office equipment – multiple office machines including PC hardware/software). Ability to: 30f(deal with problems involving several variables in familiar context); 30l(define problems, collect data, establish facts and draw valid conclusions); 31e(calculate fractions, decimals and percentages); 32j(copy material accurately and recognize grammatical and spelling errors); 32k(complete routine forms); 32l(maintain accurate records); 32o(originate routine business letters reflecting standard procedures), 32m(make appointments); 32n(screen mail); 33e(gather, collect and classify information about data, people or things); 34c(cooperate with coworkers on group projects); 34f(handle sensitive inquiries from and contacts with officials and general public).
2	Performs administrative tasks; provides explanations – orally and/or in writing – of activities in assigned area and standard interpretation or information about assigned area’s policies and procedures; (Performs Related Duties As Required)	(*Developed After Employment)

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Must keyboard 50 w.p.m. (with 0 errors). Equivalent to high school diploma with 12 office automation courses and 2 yrs. clerical/secretarial experience utilizing automated office equipment and related software – OR completion of associate degree core course work in secretarial science – OR alternative, equivalent evidence of the Minimum Class Requirements. (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
------------------------------------	---	------------------------------------

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 06/26/08	CLASS TITLE: ADMINISTRATIVE SECRETARY	CODE: 16838
	MAJOR AGENCIES: B C C (VARIOUS)	PAGE <u>2</u> OF <u>2</u>

CLASS CONCEPT:

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	<p>composes routine correspondence and reports, prepares and maintains fiscal, operational and personnel records by gathering statistics and monitoring spending of assigned area; communicates manager's decisions, directives and/or assignments to appropriate staff; acts as liaison between manager and other departments/entities.</p> <p>Performs clerical tasks such as receiving, opening, logging and distributing incoming mail; answers phone and screens calls, greets and directs visitors; maintains inventory of general office supplies and orders as needed; maintains files and retrieves information for assigned area; prepares routine forms; prepares records retention, disposal schedules and arranges for record transfers.</p> <p>(Performs Related Duties As Required)</p>	<p>(*Developed After Employment)</p>

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
------------------------------------	--	------------------------------------