

Jurisdiction: Schools  
Jurisdictional Class: Competitive  
Adopted: 10/15/92  
Revised: 10/27/00; 05/08/08

## **EXECUTIVE SECRETARY**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for independently performing complex clerical operations and relieving an official of day-to-day administrative details. The class is distinguished from Stenographic Secretary by virtue of the fact that stenography skills are not required. The Executive Secretary performs a variety of routine administrative functions to conserve the time of his/her superior. Work is performed under general supervision, with broad leeway allowed for the exercise of independent judgment. Supervision may be exercised over subordinate clerical personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Serves as secretary to an official, coordinates his/her schedule and sets up appointments;

Relieves an official of contacts which should properly be made with subordinate officials by receiving telephone calls and visitors, screening them, and referring them to the appropriate person;

Handles correspondence independently, including composing original replies to varied incoming correspondence, unless it involves administrative judgment;

Uses an alphanumeric QWERTY keyboard to type correspondence, memoranda, reports, bulletins, and manuals;

Proofreads original and typed material for spelling, grammar, punctuation, and completeness;

Answers requests for administrative information and provides information regarding departmental policies, practices, and functions;

Prepares agendas and materials for a variety of meetings;

Organizes, maintains, and manages office files;

Opens, sorts, and distributes office/agency mail, using independent judgment in determining what correspondence should be distributed to whom;

Prepares a variety of office and statistical reports and charts;

Operates a variety of office machines;

May transcribe important and confidential dictation tapes, including letters, memoranda, reports, and other materials;

May coordinate personnel transactions and maintain personnel files;

May arrange conferences and set up travel plans;

May order office supplies for department or agency;

May maintain policy manuals;

May supervise the work of subordinate clerical personnel.

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### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office practices, procedures, terminology, and equipment; thorough knowledge of business English and arithmetic; familiarity with the organization, functions, policies and regulations of the agency to which assigned; good organizational skills; ability to operate an alphanumeric QWERTY keyboard accurately at a high rate of speed; ability to handle routine administrative details independently; ability to handle confidential material; ability to plan and supervise the work of others if required by the position; ability to understand and to carry out complex oral and written directions; ability to perform close, detail work involving considerable visual effort and strain; clerical aptitude; accuracy; initiative; tact; courtesy, physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree (or completion of 60 semester credit hours) in secretarial science or a closely related field AND two (2) years of full-time paid clerical experience including keyboarding duties; OR
- B. Graduation from high school or possession of high school equivalency diploma, and four (4) years of full-time paid clerical experience including keyboarding duties; OR
- C. An equivalent combination of education and experience as defined by the limits of (A) and (B) above.