

Code: 7015

Title: SECRETARY - SENIOR - UNCLASSIFIED

SUMMARY: Provides secretarial support to a division manager and professional staff and maintains a close relationship to the day-to-day activities of the division manager and staff. This classification is appointed, unclassified and exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Takes and transcribes correspondence, memoranda, reports, minutes of meetings from dictation or electronic dictating equipment;
Types a variety of technical and confidential documents such as case summaries, contracts, personnel records and bid specifications;
Reviews and edits documents for content, grammar, punctuation and spelling;
Provides detailed information in response to public and staff inquiries concerning departmental and divisional activities, procedures and policies;
Establishes and maintains automated/manual filing systems within the work unit including personal maintenance of confidential files;
Schedules and arranges meetings, conferences, interviews, appointments and travel for division staff;
Receives visitors and telephone calls, determines nature of business and refers visitor or caller to the appropriate division, section or individual;
Researches information and prepares routine correspondence, reports and forms and assists in the preparation of special statistical and operational reports;
Reads, screens and directs incoming mail;
Coordinates clerical activity within and between departmental divisions or sections;
Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;
Trains, assigns work and reviews the work of clerical support staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- office procedures and practices;
- business English, punctuation and spelling;
- departmental and divisional activities, procedures and policies;
- filing procedures and maintenance files.

Skill in:

- preparing, typing and editing various documents;
- communicating effectively, both orally and in writing;
- coordinating clerical activity;
- establishing and maintaining automated/manual filing systems;
- taking and transcribing dictation from shorthand or electronic dictation;
- operating various office equipment;
- training, assigning work and reviewing the work of assigned staff;
- preparing statistical and operational reports.

DESIRED QUALIFICATIONS:

EITHER:

(1) Two years of experience performing secretarial tasks such as word processing, transcribing and typing confidential documents, including one year of experience in support of a supervisory or management position.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OR:

(2) Two years of experience with Pima County in a clerical or paraprofessional administrative classification.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.