

Code: 7025

Title: EXECUTIVE SECRETARY – UNCLASSIFIED

SUMMARY: Performs secretarial and administrative work for an elected or executive position in a department. This 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)

Schedules and arranges executive meetings, conferences, interviews and other appointments;
Makes travel arrangements for county executives and completes necessary forms upon completion of travel;
Transcribes and types correspondence and memoranda from dictation, shorthand notes or dictating equipment;
Interacts with staff members, department directors, and elected officials in support of internal activities;
Prepares executive correspondence and other documents for submission to the Board of Supervisors, other departments, media, industry, governmental agencies and the general public;
Edits documents for content, grammar, punctuation and spelling;
Monitors departmental expenditures throughout the fiscal year;
Establishes and maintains automated/manual specialized files;
Responds to public and staff inquiries concerning departmental and county activities, policies and procedures;
Reads, screens and directs incoming mail;
Supervises support staff;
Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;
Prepares and audits claim demands for supplies, travel and petty cash disbursements.

KNOWLEDGE & SKILLS:

Knowledge of:

- business English, grammar, punctuation and spelling;
- office procedures and practices;
- departmental and county policies and procedures.

Skill in:

- preparing, typing and editing various documents;
- communicating effectively, both orally and in writing;
- taking and transcribing dictation using shorthand or dictating equipment;
- operating word processors and other office equipment;
- maintaining automated/manual filing systems.

DESIRED QUALIFICATIONS: **EITHER:**

(1) Three years of experience performing secretarial tasks such as word processing, transcribing and typing confidential documents including one year of experience in support of an executive position.

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

OR:

(2) Two years of experience with Pima County as an Administrative Support Specialist or Administrative Support Specialist-Senior.

OTHER REQUIREMENTS:

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

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

Pima County

7/29/90

Updated 3/11/10(gs)