

CLASS TITLE: Executive Secretary II

CHARACTERISTICS OF THE CLASS: Under general supervision, performs highly responsible and confidential stenographic and secretarial work and routine administrative duties for a Commissioner of a large City department; and performs related duties as required.

EXAMPLES OF DUTIES: Takes dictation and transcribes correspondence, schedules, itineraries, letters, minutes of meetings, reports and confidential memoranda; drafts replies to correspondence as directed by supervisor; reviews all correspondence for supervisor's signature; relays orders and instructions as directed by supervisor; interprets administrative decisions and policies as required; screens and directs telephone calls and visitors; maintains confidential administrative files; prepares, maintains and confirms daily appointment schedule for supervisor; assigns, supervises and reviews the work of subordinate clerical staff; composes replies to correspondence as directed or on own volition as required; relieves supervisor of clerical detail and minor administrative matters.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Four years of progressively responsible clerical experience and the ability to type at least 50 words per minute. The ability to take dictation may be required.

Knowledge, Abilities and Skill. Comprehensive knowledge of modern office practices, procedures and equipment. Comprehensive knowledge of effective proofreading techniques. Comprehensive knowledge of departmental rules and regulations.

Ability to type accurately and take dictation at the required rate of speed. Ability to operate modern office equipment. Ability to plan, assign, supervise and review the work of subordinate employees. Ability to follow oral and written instructions. Ability to keep and maintain accurate records and files which may be of a sensitive and/or confidential nature. Ability to communicate effectively orally and in writing.

Comprehensive skill in the proficient operation of a typewriter, PC or dedicated word processors. Comprehensive skill in the application of modern office procedures and techniques.

March, 1991