

CONFIDENTIAL SECRETARY TO COMMISSIONER OF HIGHWAYS & FACILITIES

DISTINGUISHING FEATURES OF THE CLASS: This is difficult work involving responsibility for performing executive secretarial work consisting of administrative and clerical duties involving frequent exercise of independent judgment and maintenance of a high level of confidentiality. Work is performed under general supervision in accordance with specific policies and objectives. Direct contact with elected officials, county, business and community leaders, and the public is a significant factor in this position. Supervision may be exercised over the work of other employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Relieves employer of office routine using discretion, tact and a comprehensive knowledge of department procedures and policies;  
Arranges appointments and meetings, prepares materials for them, and generally maintains calendar for employer;  
Answers confidential correspondence independently and composes letters for official signature;  
Takes and transcribes dictation of letters, memorandum, reports and other materials;  
Types correspondence, documents, records and other written material in final or draft form using handwritten, rough drafts, marked copy, oral recordings or data from various equipment as the source material;  
Maintains confidential and regular correspondence files;  
Assists in the preparation of documents for contract negotiations, budget preparations, etc.  
Utilizes computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing a variety of complex work assignments;  
May record or take notes of meetings and hearings, and prepare minutes;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good verbal ability; ability to type and to record dictation at an acceptable rate of speed; ability to understand and carry out difficult oral and written instructions; a high degree of tact and judgment.

MINIMUM QUALIFICATIONS:

Qualifications are determined by the Commissioner of Highways and Facilities.