

COUNTY OF MARIN

**SECRETARY
SECRETARY – CONFIDENTIAL
SENIOR SECRETARY
EXECUTIVE SECRETARY**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within a job.

DEFINITION

Under specified levels of supervision and reporting relationships, to independently perform a variety of responsible secretarial tasks related to the administration of a department; and to perform other work as assigned.

CLASS CHARACTERISTICS

Secretary is the journey level in the secretarial series responsible for relieving managers, supervisors or program administrators of clerical and administrative duties and tasks. Within established departmental policies and procedures, incumbents are expected to exercise considerable initiative and judgment in performing regular ongoing duties of the position and in accomplishing special assignments or projects with minimal instructions. Some positions may include training and lead direction of subordinate clerical staff.

Senior Secretary is the advanced journey level in the series, solely and independently providing the full range of secretarial services to the director of a County department, assistant department head, or head of a large departmental division. Incumbents in this classification are expected to exercise a high degree of initiative and independent judgment in performing confidential and complex secretarial work related to the daily operations of the department. Some positions may include training and lead direction of subordinate clerical staff.

Executive Secretary serves as a personal assistant to the director of the largest County departments or to a department dealing with the most complex and confidential information pertaining to County business that entails access to County-wide management decision-making processes. Incumbents provide the full range of secretarial and office administrative services in addition to assuming an increased level of participation in management activities requiring thorough knowledge of the director's policies and views and/or full supervision of a support staff. Responsibilities may also include coordination of workflow among multiple divisions within the department and with other departments and agencies; independent support of an appointed or elective commission, board or committee; and frequent contact with the Board of Supervisors, department heads and external agencies.

The Secretary series is distinguished from the Office Assistant series by its responsibility for relieving management staff of clerical and administrative duties.

Confidential assignments are distinguished by frequent work with confidential information including employee relations, budget and personnel matters.

EXAMPLES OF DUTIES (Illustrative only) Note: The following duties are performed by employees in this classification; however, employees may perform related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

- Provides a variety of secretarial support to department administration including receiving and screening visitors and calls, providing information, referring matters to appropriate staff and resolving complaints as appropriate; screening incoming correspondence and arranging items by priority for prompt response or action; acting as liaison to other departments and agencies; making appointments and travel arrangements; maintaining calendars; and arranging and preparing materials for conferences and meetings.
- Provides or assigns staff support to commissions, committees, advisory boards or joint powers authorities; contacts all associated parties; determines meeting dates; arranges for meetings; prepares agendas and other materials; takes, produces and distributes minutes; and follows-up on actions as needed.
- Performs operational and administrative tasks such as monitoring budget and expenditures; processing payroll, accounts payable, receivables and expenses; preparing journal vouchers; administering department's petty cash fund; requisitioning office supplies; acting as primary contact with vendors and service providers and making purchase recommendations; setting up and maintaining a variety of office files and records; completing personnel action forms; checking and maintaining time reports, vacation and sick leave records; and recommending changes in clerical and office procedures.
- Prepares and distributes a wide variety of correspondence, reports, contracts, grant applications and other materials from copy or verbal instructions. Composes routine correspondence. Reviews documents for completeness, accuracy, formatting, compliance with policies and procedures and appropriate English usages. Researches, compiles and organizes data for use in reports and special projects. At increasing responsibility levels, prepares routine to complex reports on administrative issues as directed.
- May provide formal supervision or lead direction to support staff, depending on level and assignment; trains and assigns work to staff; coordinates work assignments to ensure adequate coverage; and participates in selection and disciplinary actions.
- May take and transcribe oral dictation from shorthand notes, or transcribe from machine recordings.
- May coordinate and maintain weekly agenda items of the Board of Supervisors by preparing necessary notices and forms for transmittal and distribution.
- May administer department-specific computer systems, including coordinating with vendors or information technology staff; training and acting as resource to department staff; and troubleshooting minor problems as they arise.
- May arrange and coordinate continuing education classes and workshops for staff; may develop related materials as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Any combination of education and experience that would demonstrate possession of the knowledge and skills listed.

Secretary: Typically, the equivalent to two years of increasingly responsible secretarial or office administrative experience.

Senior Secretary: Typically, the equivalent to three years of increasingly responsible secretarial or office administrative experience which has included some knowledge of government and/or community or large business organizations.

Executive Secretary: Typically, the equivalent to four years of substantial and increasingly responsible secretarial and/or office administrative experience which includes at least two years as an advanced journey level secretary providing management level support. Experience in a public sector or law enforcement environment or dealing with governmental, community and business representatives is desirable. College or business school training in a field related to the work is desirable. Experience related to assigned department is preferable.

Knowledge of:

- Standard secretarial and office administrative practices and procedures including filing and retrieval systems, business correspondence formats and the operation of standard office equipment.
- Standard office applications including word processing, spreadsheet software and database systems.
- Business English including spelling, grammar and punctuation.
- Basic arithmetic.

Some assignments include the following:

- Basic budgetary principals and practices.
- Accounting clerical policies and procedures related to the processing, reconciling and recording of financial records and transactions.
- Procedures and forms related to processing payroll and human resources records.
- Basic principles and practices of staff supervision.

Ability to:

- Independently perform a variety of routine and complex secretarial and administrative tasks.
- Learn the organization, services, programs, policies and procedures of the assigned department, committee or board.
- Learn basic organization, structure and function of public agencies, including the roles of elected officials and appointed commissions and committees.
- Maintain highly sensitive and confidential information depending on assignment.
- Interpret, apply and explain departmental and County rules, regulations, ordinances, policies and procedures.
- Independently compose letters and other correspondence.
- Monitor departmental contracts and budget accounts including routine expenditures; perform tracking as appropriate.
- Organize work, set priorities, meet critical deadlines and follow-up on assignments with a minimum of supervision.
- Provide lead direction and training to others depending on assignment.
- Process accounting, human resources, payroll and purchasing transactions using an automated enterprise system depending on assignment.
- Perform basic mathematical calculations.
- Prepare and maintain accurate and concise records and reports.
- Communicate effectively both verbally and in written form sufficient to convey information and instructions to the public and other employees in situations requiring tact, courtesy and poise.
- Establish and maintain effective working relationships with those encountered during performance of duties.
- Type at an acceptable rate of speed based on the requirements of the position.

Senior Secretary (in addition to above):

- Work independently and use initiative and sound independent judgment to make management support decisions and resolve problems.
- Compile and summarize data; prepare reports, correspondence and other materials which may require researching and summarizing information from various sources.

Executive Secretary (in addition to above):

- Work independently and use initiative and sound independent judgment to make office administration and executive support decisions and resolve problems.
- Plan, supervise, coordinate, review and evaluate the work of support staff depending on assignment. Train staff in work procedures.

Special Requirements for Sheriff's Assignment

Candidates must successfully pass a background investigation and additional examinations which may include, but are not limited to, polygraph exams and pre-employment controlled substance use standards conducted by the County of Marin's Sheriff's Office.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is frequently required to sit, stand and walk, and to talk and hear when conversing in person and over the telephone. The employee is frequently required to handle or feel objects, tools or controls and to reach with hands and arms to operate standard office equipment. Hand to eye coordination and hand flexibility is required to perform typing for extended periods of time. Specific vision abilities include close vision and the ability to adjust focus for reading written materials and computer screens.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is generally performed indoors in a typical office setting. The noise level in the work environment is moderate. Incumbents may be required to attend off-hours meetings and to occasionally work on evenings and weekends.

ADA Compliance

The County will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

CLASSIFICATION HISTORY:

Secretary

Class Code: 1325

Class Code: 1535 (Confidential)

Established: 3/4/86

Previously Revised: 12/14/99

Revised: 9/10

Senior Secretary

Class Code: 1339

Established: 1/68

Previously Revised & Re-titled from Secretary: 4/86

Previously Revised: 1/7/92; 3/5/00

Revised: 9/10

Executive Secretary

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Class Code: 1502

Established: 4/28/92

Previously Revised: 7/02

Revised & Re-titled from Admin Secretary to the CAO, Admin Secretary H&HS,
Admin Secretary HR and Sheriff's Secretary: 9/10