SECRETARY, PRINCIPAL

DEFINITION

Under limited supervision, the Principal Secretary provides general and administrative support for the Department Director, relieving the Director of routine office, technical, and administrative detail; performs complex and highly responsible office support work requiring independence, initiative, and discretion; interprets policy and administrative regulations.

DISTINGUISHING CHARACTERISTICS

Principal Secretary is the third secretarial level classification above the Senior Secretary and Secretary. The Principal Secretary class is distinguished from the class of Senior Secretary in that the later provides secretarial support for an Assistant/Deputy Director, or head of a regional office, or a major division in a large department; the Principal Secretary differs from the Secretary in that the latter provides secretarial and administrative support for a manager of supervisor.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Department Head; may supervise the work of clerical support staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Screens incoming correspondence routed to the director, refers for reply to appropriate staff member, and follows up to ensure that deadlines are met.

Arranges correspondence for Director's personal reply in order of priority with, appropriate background material attached for reference.

Composes correspondence independently or in accordance with general instructions, requiring a thorough knowledge of the procedures and policies of the office.

Reviews outgoing correspondence prepared by other staff members for Director's signature, checking for consistency with administrative policy as well as for format, grammatical construction, and clerical error.

Gathers and summarizes data.

Attends meetings and coferences, takes notes and/or summarizes notes into minutes and distributes to appropriate staff.

Takes and transcribes difficult and confidential dictation.

Screens a variety of visitors and telephone calls, refers to other staff members or personally gives out authoritative information on established departmental programs and policies.

Arranges meetings for Director, prepares agendas, and makes adjustments as necessary in scheduled meeting times.

Relieves the Director of routine office details.

Maintains confidential and administrative files.

May supervise the work of clerical support staff.

Performs the most difficult and complex secretarial and clerical work involving the use of considerable independent judgment and the maintenance of a high degree of confidentiality.

Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws and regulations.

Clerical and administrative office practices and procedures.

English grammar, vocabulary, spelling, punctuation, and composition.

Business letter writing.

Supervisory techniques and practices.

Methods and techniques used in researching, proofing, evaluating, gathering, organizing and arranging data.

Modern office practices and technology, including the use of computers for data and word processing.

Principles and practices of efficient record-keeping.

Basic arithmetic and bookkeeping.

Ability to:

Understand and apply specific rules, codes, regulations, procedures, policies, and precedents.

Interpret, apply, and explain administrative and department policies, regulations, and procedures.

Follow written and oral instruction.

Identify and correct technical inaccuracies.

Provide verbal and written technical direction to others.

Work independently in performing assignments and in resolving problems and deviations.

Take dictation aided by transcription devices, if needed, at a speed necessary for successful job performance.

Type accurately at a speed necessary for successful job performance.

Use good judgment in recognizing scoop of authority.

Meet the public in situations requiring tact, diplomacy, discretion, and poise.

Maintain confidentiality.

Establish and maintain effective working relationships with those contacted in the course of work.

Organize and revise the maintenance of department files; research, proof, evaluate, gather, organize, and arrange a diversity of information; keep complex records and prepare reports.

Type a variety of material to include graphs, charts, statistical reports, and standardized forms.

Independently research and prepare correspondence in answer to inquiries about department records, programs, services, and regulations.

Communicate clearly and concisely, both orally and in writing.

Provide supervision, direction, and training to clerical support staff.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One (1) year of full-time experience as a Senior Secretary;

OR

Two (2) years of full-time experience as a Secretary

OR

Four (4) years of full-time experience performing significant and progressive responsible office clerical duties, which has included some lead-work responsibilities and secretarial tasks or relief of some administrative detail.

Training:

Equivalent to the completion of the twelfth grade, supplemented by specialized clerical, secretarial or legal training.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California Driver License. Some positions in this classification may require possession of a valid California Driver License. Employees who drive on County business to carry out job-related duties must possess a valid California Driver License for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment ofor those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

Classification Code:	7641040
Bargaining Unit:	40
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	302