



## **SENIOR ADMINISTRATIVE (EXECUTIVE) SECRETARY**

Office: Multiple  
Status: Non-Exempt – Confidential  
Grade: 37C

### **ORGANIZATIONAL RELATIONSHIPS**

Reports to: Supervisor  
Supervises: Staff as assigned

### **DEFINITION**

The Senior Administrative (Executive) Secretary (SAS) provides administrative, secretarial and project support for an individual Sr. Executive. The SAS is responsible for assuming the lead role for other secretarial and clerical staff in the completion of special projects, reports and programs. The SAS assists in the formulation, determination and effectuation of management policies in the administration of employee and labor relations, and is responsible for maintaining confidentiality concerning such matters.

### **MAJOR DUTIES & RESPONSIBILITIES**

1. The SAS is responsible for the clerical coordination special projects and may provide direction to other clerical staff and/or temporary staff.
2. The SAS plans meetings and events and coordinates special services such as audio/visual equipment, meeting materials, refreshments, reception and facilities.
3. The SAS may be responsible for review of accounts payable assuring the accuracy of charges, assigning general ledger codes and preparing the invoices for Executive Staff approval.
4. The SAS formats and distributes agendas for meetings, records and prepares minutes, resolutions and follows up with action items to assure completion.
5. The SAS prepares and maintains committee membership lists, arranges and coordinates telephone and video conferences.
6. The SAS may assist the Senior Executive in the selection, reviewing, training, evaluating and directing the work of subordinate support staff.
7. The SAS may provide technical support and training in office technology in such areas as telephones, voicemail, email, computer programs and databases and file maintenance operations to other personnel.
8. The SAS originates correspondence and assumes responsibility for initiating action, responding to outside requests and informs the Sr. Executive of action taken.
9. The SAS insures that deadlines are met, coordinating the production and distribution of office projects and materials.

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10. The SAS maintains the Sr. Executive's calendar, making appointments, organizing and making travel and lodging arrangements.
11. The SAS may collect Time Cards, prepare Time Summary Reports for signature, investigate and resolve payroll discrepancies and distribute paychecks.
12. The SAS is responsible for administrative support in the preparing statistical information, assisting with the preparation of contracts, and other documents, reviewing application and requests for action.
13. The SAS assists in the formulation, determination and effectuation of management policies in the administration of employee and labor relations, and is responsible for maintaining confidentiality concerning such matters.
14. The SAS may perform other similar or related duties which may not be specifically included within this position description, but which are consistent with the general level of job and the responsibilities described.

### **KNOWLEDGE & SKILLS**

1. Computerized communication and processing systems.
2. Basic rules of vocabulary, grammar, spelling and punctuation as specified in Webster's New Collegiate Dictionary.
3. Business math for completing non-technical calculations such as addition, subtraction, multiplication and division.
4. Basic techniques of record and file organization.
5. Computerized information and data base recordkeeping systems.
6. Within the introductory period, become familiar with the procedures, rules, regulations, and statutes governing the State Bar and/or Office to which the incumbents reports.
7. Principles of composing correspondence, preparation of minutes, agendas and special reports.
8. Basic principles of bookkeeping.
9. Problem identification, analysis and evaluation.

### **ESSENTIAL ELEMENTS / ABILITY TO**

1. Possess visual capability and digital dexterity to operate a computer and standard office equipment.
2. Make fine visual distinctions upon proofreading written documents and viewing information on a computer screen.
3. Review and analyze complex written documents.
4. Communicate by telephone.
5. Travel by air and automobile.
6. Communicate clearly and effectively in person and in writing.
7. Obtain and present material in oral and/or written form.
8. Endure long periods of sitting.
9. Digital dexterity to assemble, retrieve and replace files.

### **MINIMUM QUALIFICATIONS**

1. Bachelor's Degree or equivalent and
2. Minimum two (2) years in a secretarial position at an executive level.
3. Successful completion of the State Bar validated standard tests for the position.
4. Accomplished computer keyboarding skills.