

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
SECRETARY

JOB DESCRIPTION

Employees in this job coordinate office activities and perform secretarial assignments for professional or management staff in support of the on-going operations of the office. Secretarial assignments include such duties as office coordination, scheduling meetings, preparing and maintaining office records, reports, and correspondence pertaining to the professional(s)'s and/or management staff's area of responsibility.

There are three classifications in this job.

Position Code Title - Secretary-E

Secretary 7

This is the intermediate level. The employee performs a range of secretarial assignments in a developing capacity.

Secretary E8

This is the experienced level. The employee performs a full range of secretarial assignments and uses judgment in making decisions where alternatives are determined by established policies and procedures.

Position Code Title - Secretary-A

Secretary 9

This is the advanced level. The employee performs advanced secretarial assignments, functioning as a management assistant. At this level, the employee has increased responsibility in such areas as interpreting policies and procedures, interpreting the supervisor's point of view, serving as liaison to staff and higher level management, researching and preparing materials for managerial decisions, and participating in other management assistant activities as identified in the Additional Job Duties.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Composes and types routine letters, memoranda, reports, minutes of meetings, scientific or technical material, numerical data, charts and forms.

Receives and screens visitors and telephone calls, takes messages, schedules appointments for professional(s) and/or management staff and provides information to callers requiring knowledge of agency's operations, supervisor's point of view, and the interpretation and application of policies and procedures.

Schedules and arranges meetings and conferences for professional(s) and/or management staff and notifies interested parties; makes travel reservations as needed.

Proofreads and corrects prepared materials for correct grammar, format, completeness, and content.

Establishes and maintains office files, logs, indexes, control records, or other information concerning the work under the supervisor's control.

Enters, retrieves, updates, verifies, and deletes information from electronic files.

Takes minutes or recordings of meetings.

Sorts, opens, and distributes incoming mail to staff; associates incoming correspondence with files or related materials needed for meetings, correspondence, and reports.

Maintains confidentiality of documents and information received.

Keeps informed of office details and advises management of problems.

Assists in the preparation of budgets and financial reports; prepares and monitors timekeeping and other personnel records.

Determines needs and orders office supplies, equipment, repair and maintenance services through agency channels.

Operates standard office equipment.

Performs related work as assigned.

Additional Job Duties

Secretary 9 (Management Assistant)

Composes, formats, prepares, and edits correspondence and reports with some latitude as to content.

Locates and reviews pertinent information from files, documents, newspapers, and other sources; and prepares a summary of content for professional(s) and/or management staff.

Serves as liaison between management and staff by transmitting information, explaining appropriate work instructions, and following up on assignments.

Makes scheduling commitments for professional(s) or management staff for meetings, conferences and speeches and assembles related necessary materials.

Reads incoming correspondence and reports, screening those items that can be handled personally, and forwarding the rest to management and staff.

Updates management on status of issues before scheduled meetings.

Prepares minutes of meetings from notes and/or recordings.

Assists in the study of office operations and services and provides recommendations for improving efficiency and economy of operations; makes recommendations regarding the purchase of office equipment.

Assists in creating and revising forms; proposes procedures, formats, and standards for office correspondence.

Reviews and evaluates applications, petitions, contracts, or other documents to determine if prescribed requirements are met for acceptance or approval.

Oversees the work of office support staff in the unit.

Gathers data for surveys or performs research on special subjects or projects.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of office practices, procedures, and computer software programs.

Knowledge of correct English usage and grammar.

Knowledge of the organization and composition of letters, minutes, reports, charts, and spreadsheets.

Knowledge of scheduling and coordinating travel arrangements.

Skill in typing from clear copy at a rate of 40 net words per minute.

Ability to follow, apply, interpret, and explain instructions and/or guidelines.

Ability to determine work priorities.

Ability to make decisions and take appropriate actions.

Ability to meet schedules and deadlines of the work area.

Ability to perform mathematical calculations.

Ability to communicate effectively.

Ability to compose routine correspondence and reports.

Ability to type.

Ability to operate standard office equipment.

Additional Knowledge, Skills, and Abilities

Secretary 9 (Senior Worker)

Ability to analyze and assess services and operations for quality, efficiency, and effectiveness and to make recommendations for improvements.

Ability to interpret and apply complex rules, regulations, policies, and procedures.

Ability to abstract and present significant facts from data.

Ability to coordinate work of the unit.

Knowledge of the use and make up of forms.

Knowledge of organization, work flow, staffing, forms, and procedures.

Knowledge of the supervisor's point of view and priorities.

Working Conditions

None

Physical Requirements

None

Education

Education typically acquired through completion of high school.

Experience

Secretary 7

Two years of office experience involving administrative support practices, including one year equivalent to 6-level administrative support experience.

Secretary E8

Three years of office experience involving administrative support practices, including one year equivalent to experienced-level administrative support work or equivalent to a Secretary 7 or Legal Secretary 7.

Secretary 9

Four years of office experience involving administrative support practices, including one year equivalent to advanced 8-level administrative support work, or equivalent to a Secretary E8, or Legal Secretary E8.

OR

Four years of office experience involving administrative support practices, including two years equivalent to experienced E7-level administrative support work, or equivalent to a Secretary 7, or Legal Secretary 7.

Special Requirements, Licenses, and Certifications

Certain positions may require a criminal history background check.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

SECRETARY

Job Code Description

SECRETARY

Position Title

Secretary-E

Secretary-A

Secretary-E

Secretary-A

Position Code

SECRTRYE

SECRTRYA

SECRTRYE

SECRTRYA

Pay Schedule

NERE-002

NERE-042

W41-006

W41-011

JZ

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