

ADMINISTRATIVE SECRETARIAL SPECIALIST

DUTIES

1. Under direction to provide difficult transcription and typing services using independent judgment.
2. To keep office records.
3. To provide service to the public and to resolve complaints.
4. To supervise assigned secretarial and clerical staff.

ACCOUNTABILITIES

1. Providing difficult transcription and typing services using independent judgment
 - A. Preparing reports by gathering, finding, assembling and summarizing information and data.
 - B. Taking transcription and typing correspondence, opinions, proceedings, franchises, ordinances, contracts, orders, motions, information, complaints, warrants, subpoenas, decisions, requests for investigations, affidavits, briefs, dismissal sheets, reports, minutes, memoranda, records, letters, bills, vouchers, payrolls and other documents.
 - C. Answering routine letters and memoranda independently.
 - D. Preparing reports of financial, statistical data, checks and legal descriptions.
 - E. Using proper legal forms when needed.
 - F. Composing legal papers and documents for which general forms are available.
 - G. Composing references transcribed with reference books to make sure citations are accurate.
2. Keeping office records
 - A. Taking care of all money matters for office, handling contingent fund, traveling expense accounts, payrolls, requisitions.
 - B. Entering record of hearings in calendar books, and recording pleas, trials, convictions, acquittals, sentences and other disposition of cases.
 - C. Computing, checking, tabulating, and posting statistical data to records.
 - D. Computing charges, accepting payments, giving receipts for and depositing money.
 - E. Preparing, checking, and listing bills, vouchers, payrolls, and time records.
 - F. Maintaining office inventory.
 - G. Maintaining the filing system for correspondence, legal documents, records, and other files including a cross reference index file.
3. Providing service to the public and resolving problems
 - A. Answering phone, attending counter, giving out information, explaining legal regulations and procedures, and answering inquiries about departmental standards and procedures.
 - B. Interviewing visitors regarding complaints, and taking steps to see that they are resolved.
 - C. Giving out and accepting forms and applications.
 - D. Exercising discretion in arranging appointments and itinerary for officials.
 - E. Acting as a receptionist and arranging committee and other meetings.
4. Supervising assigned clerical and secretarial staff
 - A. Planning and assigning the activities of the employees in the areas of transcription and typing services and related record keeping.
 - B. Reviewing and evaluating the work of assigned personnel.
 - C. Making hiring recommendations and training all assigned personnel.
 - D. Operating duplicating, calculating, adding, addressing and transcribing equipment.

MINIMUM QUALIFICATIONS

1. Education and Experience

- A. Two (2) years as a Secretarial Specialist or Clerical Specialist (promotional only); or
- B. One (1) year as a Senior Secretarial Specialist or Senior Clerical Specialist (promotional only); or
- C. Seven (7) years general secretarial experience or a combination of general secretarial experience and training equal to seven (7) years (open only).

2. Knowledge and Skills

- A. Knowledge of alphabetizing, indexing, and filing procedures.
- B. Knowledge of business letter writing and forms.
- C. Knowledge of legal procedures.
- D. Knowledge of legal terminology, forms and documents.
- E. Skill in preparing legal documents from general instructions.

3. Abilities

- A. Ability to type at a speed of not less than 50 net words per minute from clear copy.
- B. Ability to transcribe.
- C. Ability to spell and use good English.
- D. Ability to organize work well.
- E. Ability to understand problems and to give clear satisfactory explanations.
- F. Ability to work independently in the absence of specific instructions.
- G. Ability to make comparisons and accurate computations.
- H. Ability to understand and interpret oral and written materials.
- I. Ability to supervise and to train assigned staff.
- J. Ability to establish and maintain effective and harmonious relationships with the public and fellow employees.
- K. Ability to learn and explain a wide variety of technical procedures and policies.
- L. Ability to use calculator and other office machines.

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