ADMINISTRATIVE SECRETARY III

Class Code:
002758

Bargaining Unit: Confidential Employees

COUNTY OF SAN DIEGO
Established Date: Jun 30, 1979
Revision Date: Feb 12, 2014

SALARY RANGE
$20.41 - $24.80 Hourly
$1,632.80 - $1,984.00 Biweekly
$3,537.73 - $4,298.67 Monthly
$42,452.80 - $51,584.00 Annually

CLASSIFICATION PURPOSE AND DISTINGUISHING CHARACTERISTICS

To serve as confidential secretary to a County Executive Manager; and to perform related work as required.

This is the journey level class of the Administrative Secretary series. The level at which the secretary is allocated is determined by the level of the manager served. Under administrative direction, incumbents are responsible for providing personal and confidential secretarial assistance to the following executive managers: 1) Directors of departments with less than 150 employees; 2) Assistants/Deputies of Elected Officials; or 3) Directors of CAO Staff Offices. This class may also be responsible for performing specialized and confidential secretarial work involving various HHSA boards and commissions.

The complete Administrative Secretary series includes the following:

Administrative Secretary I (Class No. 002756)
Administrative Secretary II (Class No. 002757)
Administrative Secretary III (Class No. 002758)
Administrative Secretary IV (Class No. 002759)

EXAMPLES OF DUTIES

The examples of functions listed in this class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

Essential Functions:

1. Sorts, screens, and routes mail.
2. Replies to a variety of correspondence.
3. Composes letters with or without instruction.
4. Screens incoming telephone calls.
5. Schedules appointments for the executive and arranges conferences/speaking engagements.
6. Answers routine inquiries and provides information concerning the department's programs and services.
7. Types forms, reports, letters, memoranda, legislation, rosters, budgets, statistical data, charts, graphs, tables, and agendas; transcribes minutes of meetings.
8. Establishes and maintains administrative, personnel, confidential files and record keeping systems using computer applications that include the use of electronic mail, word processing, spreadsheet and databases.
9. Collects, compiles, and summarizes statistical and financial data and prepares reports.
10. Performs confidential and personal secretarial services including making travel arrangements, attending meetings on behalf of the executive, maintaining assignment controls, distributing routine work to lower level managers, and relieving the executive of routine administrative details.
11. Develops and/or revises office, clerical and secretarial procedures and implements approved changes.
12. May supervise the work of subordinate staff.
13. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referral.
14. May be required to perform the functions of the lower level classes in this series.

In addition to the above, when assigned to HHSA Advisory Boards and Commissions:

1. Transcribes and distributes minutes of public hearings and summarizes proceedings.
2. Publishes and distributes public notices, places legal advertisements, and mails materials.
3. Prepares agendas and appeals for hearings.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A wide variety of typing layouts and formats
- Filing systems, including alphabetical, chronological, numerical, and subject area
- Record keeping and clerical monitoring procedures
- Business English including spelling, punctuation, grammar, capitalization, and word usage
- The operation and use of office equipment including typewriters, word processors, personal computers, copiers, calculators, and dictation machines
- The organizational structure of the County of San Diego
- Related rules, policies, and manuals of the County
- Modern office procedures
- Current technology and trends in the profession
- Basic principles of supervision
- Telephone, office, and online etiquette
• County customer service objectives and strategies

**In addition to the above, when assigned to HHSA Advisory Boards and Commissions:**

• Recordkeeping, reporting and clerical procedures related to board and/or commission meetings

**Skills and Abilities to:**

• Use electronic mail systems
• Use word processing, spreadsheet and other computer application programs and equipment in the production of work
• Type with speed and accuracy
• Compose correspondence and routine reports
• Proofread and review work for accuracy, correctness, and completeness
• Maintain confidentiality of sensitive information
• Compile and summarize financial, statistical, and other data
• Assign, review and evaluate work of clerical employees
• Monitor, prioritize, and route mail
• Communicate effectively in orally and in writing
• Interact effectively with all levels of County staff, representatives from outside agencies, and the public in a diplomatic manner
• Read, understand, follow, and explain to others policy and procedure
• Make arithmetic calculations
• Access and utilize data from a computerized record keeping system
• Operate a wide variety of modern office equipment
• Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds
• Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in adverse situations, which require a high degree of sensitivity, tact and diplomacy
• Treat County employees, representatives of outside agencies and members of the public with courtesy and respect
• Assess the customer’s immediate needs and ensure customer’s receipt of needed services through personal service or making appropriate referral
• Provide prompt, efficient and responsive service
• Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations

**In addition to the above, when assigned to HHSA Advisory Boards and Commissions:**

• Take and transcribe dictation, including record of group discussions such as conferences, committee and board meetings

**Desirable Traits**

Communicates Effectively, Knowledge Worker, Customer Focused, Values and Respects Others, Drives to Excel, Teamwork and Collaboration, Continuous Learning, Demonstrates Ethical Behavior, Supportive of Change
**Education and/or Experience**

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Required education and experience:

1. Three (3) years of secretarial experience performing a wide range of personal and confidential secretarial duties; OR,
2. At least one (1) year of experience as an Administrative Secretary II for the County of San Diego.

**REQUIRED LICENSES, CERTIFICATIONS OR REGISTRATIONS**

**License**

A valid California Class C driver’s license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

**SPECIAL NOTES**

**Working Conditions**

Office environment; exposure to computer screens.

**Essential Physical Characteristics**

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

Continuous: upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

**Background Investigation**

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**PROBATIONARY PERIOD AND CLASS HISTORY**
Incumbents appointed to permanent positions in this classification shall serve a probationary period of 12 months.

New: June 30, 1979
Revised: September 30, 1999
Reviewed: Spring 2003
Revised: May 21, 2004
Revised: March 31, 2006
Revised: April 1, 2009
Revised: March 11, 2010
Revised: November 5, 2010
Revised: November 28, 2011
Revised: February 12, 2014

Administrative Secretary III (Class No. 002758)  Union Code: CE  Variable
Entry: Y