

PERSONNEL EXECUTIVE SECRETARY (UC)DEFINITION

Under general supervision, performs varied and complex technical, clerical, secretarial and administrative support activities for the head of the Personnel Services Department.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Interviews visitors and callers and secures information and/or answers questions, or refers to appropriate individual. Makes appointments and introduces callers. Coordinates calendars, schedules, and meetings. Prepares and types personnel related correspondence and reports including budget and labor relations related documents. Coordinates surveys and studies to address operational and administrative problems and procedures. Initiates and maintains a variety of personnel files and records. Assembles data and information and prepares special reports. Makes travel arrangements, prepares trip folders and reconciles expenses. Writes letters either independently or in accordance with oral and written instructions. Operates word processing/micro computer equipment using various software programs. May be required to: assist in the preparation of budget estimates and checking payroll; take and transcribe dictation; and/or maintain a commission as a notary public with the State of California. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs a wide variety of personnel clerical work of considerable difficulty and responsibility. Some routine administrative activities and responsibility for independent action requiring the exercise of judgment in making decisions in accordance with the policies and practices of the department is required. An employee in this class reports directly to the head of the Personnel Department and may supervise and/or direct the work of other clerical support staff.

REQUIREMENTS

Three years of experience in a complex clerical or technical support classification, two years of which must have been at a secretarial level, or any equivalent combination of experience and education, which provides the following knowledge and abilities.

Knowledge of: Business English and spelling; business letter writing and business forms; office practices, procedures and equipment including substantial knowledge of computer operations and applications and familiarity with basic word processing and spreadsheet programs; clerical procedures of a personnel department.

Skill in: The use of WordPerfect 5.1 and/or 6.0 software is highly desirable.

Ability to: Type at a corrected speed of 50 wpm; perform complex clerical work; follow oral and

written instructions; compile and maintain routine records and files; coordinate a wide variety of tasks; be resourceful in meeting new problems; employ sound judgment and make decisions in light of established precedents and departmental policy; deal tactfully, but effectively, with the public; effectively lead and direct the work of others as may be required.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful Senior Personnel Secretary is a well-organized self-starter who works well independently and completes complex tasks with a minimum of instruction. This individual is highly dependable and easily coordinates a wide variety of tasks and levels of priority and is comfortable working in a fast-paced environment with strict deadlines. The successful incumbent is helpful, pleasant and customer-service oriented, yet very aware of the importance of confidentiality and handles sensitive matters with discretion.

Class title change from Senior Personnel Secretary per Council Resolution No. 2000-074,
effective 12/01/00

ADA Approved: 07/02