

ADMINISTRATIVE SECRETARY II

DEFINITION:

This is highly responsible secretarial and administrative work. An employee coordinates and supervises a variety of clerical and secretarial functions such as review of documents for payment, reconciles time and attendance cards, types vouchers, requisitions, DTM's, daily collections and payroll and record forms. Duties and responsibilities vary depending upon the agency to which the employee is assigned.

DUTIES (NOT ALL INCLUSIVE:

Takes and transcribes dictation, screens calls, and maintains appointment books.

Reconciles time and attendance card to determine number of hours worked by employee for payroll purposes.

Drafts and types letters, memos, adjustment vouchers, MDV's, certificates of coverage, requisitions, DTM's, payroll forms.

Checks account manuals for correct coding for various accounts.

Interprets legislative accounts to determine percentage of funding to be transferred to various account.

Assembles and disseminates information, and transmits instructions to staff.

Supervises subordinate's work for correctness and completeness.

Prepares monthly and annual reports on operation and function of changes made or to be made in current policies.

Receives and sorts incoming mail, drafts replies to inquiries and prepares letters of request when supervisor's attention is necessary.

Audits vouchers for completeness, accuracy and legality. Reviews receiving documents to determine that items ordered were actually received.

Keys into the FMS entries – data from various documents.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the policies, rules, regulations and procedures affecting operation of the agency.

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Ability to read, write and follow instructions.

Ability to interpret technical reports.

Ability to communicate effectively with all persons contacted during the course of the work.

SUPERVISORY CONTROLS:

Supervisor allows employee to work independently and define work assignments. Problems or unusual situations are discussed immediately with higher-level supervisor.

GUIDELINES:

Guidelines are department operating rules, regulations, policies, procedures, and manuals.

COMPLEXITY:

Work involves the planning and performing of wide range of tasks – some difficult.

SCOPE AND EFFECT:

To prepare specific documents for processing, directing, and controlling the operations being performed.

PERSONAL CONTACTS:

Contacts are with co-workers and others from outside agencies.

PURPOSE OF CONTACTS:

To obtain or exchange information relative to documents, inquiries or other pertinent data.

PHYSICAL DEMANDS:

Work occasionally requires considerable physical effort – typing.

WORK ENVIRONMENT:

Work is performed in an air-conditioned office. Some disagreeable conditions exist.

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MINIMUM QUALIFICATIONS:

Associate of Arts Degree in secretarial training, plus one (1) year secretarial experience.

OR:

Graduation from high school with secretarial training, plus two (2) years as an Administrative Secretary I, or its equivalent.

DATE: _____

APPROVED: _____
DIRECTOR

SA/DOF