

EDITED TASK LISTING

CLASS: EXECUTIVE SECRETARY I

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Screen incoming correspondence (e.g., memoranda, letters, reports, issue papers, personnel actions, etc.) to prioritize, identify projects to be completed, enter into logging/automated tracking system, determine what actions to be taken, copy correspondence, distribute to appropriate staff, etc., utilizing tickler file, logging/automated tracking system, personal computer, personal knowledge/expertise, standard office procedures, etc. on a daily basis.
2.	Follow up with staff assignments (e.g., Directorate, Executive Staff, Regional Administrators, Wardens, other external control agencies, etc.) to ensure that deadlines are met, projects are completed, etc. utilizing communication skills, personal computer, secretarial handbook, logging/automated tracking system, tickler file, personal knowledge/expertise, standard office procedures etc. on a daily basis.
3.	Assemble incoming/outgoing correspondence for Deputy Director/Assistant Director/Warden review with appropriate background material attached for reference, to determine action, type of response, delegate to appropriate staff for response, etc. utilizing personal knowledge/expertise, personal computer, standard office procedures, etc. on a daily basis.
4.	Compose correspondence (e.g., memoranda, letters, e-mail, etc.) for Deputy Director/Assistant Director/Warden signature in order to communicate information, assist Deputy Director/Assistant Director/Warden with routine correspondence, etc., utilizing personal computer, staff expertise, departmental policies and standard office procedures, etc., on a daily basis.
5.	Review outgoing correspondence (e.g., reports, memoranda, letters, issue papers, etc.) prepared by staff for Deputy Director/Assistant Director/Warden signature, to ensure consistency by proofreading for format, grammatical construction, errors, and clarity of documents, utilizing communication skills, departmental policies and standard office procedures, personal knowledge/expertise, personal computer, etc., on a daily basis.
6.	Attend meetings/conferences/seminars to assist the facilitator, ensure room is set up appropriately (e.g., video/audio equipment is operational, arrangement of tables and chairs, etc.) greet attendees, distribute handouts, take minutes, etc., utilizing communication skills, personal knowledge/expertise, laptop, etc. as directed by the Deputy Director/Assistant Director/Warden.

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7.	Transcribe notes into minutes in order to provide attendees and others with a written record of the meeting, which may include assignments/projects, due dates, etc. utilizing departmental policies and procedures, personal computers, copier, e-mail, fax, communication skills, etc. as needed.
8.	Screen visitors to address inquiries (e.g., conference room location, complaints, inmate/family issues, etc.), in order to assist with custom service, refer to appropriate staff/department, etc. utilizing communication skills, personal knowledge/expertise, departmental policies and standard office procedures, etc. on a daily basis.
9.	Screen telephone calls to address inquiries (e.g., media, Governor's Office, Legislature, incident reports, complaints, inmate/family issues, etc.), in order to assist with custom service, refer to appropriate staff/department, etc. utilizing communication skills, personal knowledge/expertise, departmental policies and standard office procedures, etc. on a daily basis.
10.	Provide information on departmental programs/procedures/policies (e.g., secretarial handbook, Penal Code, Department Operations Manual, California Code of Regulations, Administrative Bulletins, etc.) to staff/public in order to ensure compliance with laws, rules, regulations, departmental policies and procedures, provide current information, etc. utilizing communication skills, laws, rules, regulations, departmental policies and procedures, staff expertise, etc. as needed.
11.	Arrange meetings/conferences/seminars for Deputy Director/Assistant Director/Warden to bring together staff in order to share information, review policies related to departmental issues, assign/develop work groups, etc. utilizing personal computer, communications skills, standard office procedures, etc. as directed by Deputy Director/Assistant Director/Warden.
12.	Prepare agenda for meetings/conferences/seminars (e.g., Warden's, budgets, weekly/monthly staff, reorganization, etc.), in order to prepare a list of information outlining items to be discussed, considered, and/or acted upon, to comply with laws, rules, regulations, departmental policies and procedures, etc. utilizing personal computer, communications skills, personal knowledge/expertise, laws, rules, regulations, departmental policies and procedures, etc. as directed by Deputy Director/Assistant Director/Warden.

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13.	Relieve the Deputy Director/Assistant Director/Warden of routine office details (e.g., public/staff inquiries, routine requests for information from staff, purchasing office supplies and equipment, etc.) in order to maintain office production, allow effective use of time, etc., utilizing personal knowledge/expertise, standard office procedures, communication skills, etc., on a daily basis.
14.	Maintain administrative files (e.g., memoranda, letters, reports, issues papers, etc.) in order to ensure materials are available for future references, retrieve for future assignments/projects/meetings, comply with laws, rules, regulations, departmental policies and procedures, etc., utilizing personal knowledge/expertise, communication skills, laws, rules, regulations, departmental policies and procedures, etc. as needed.
15.	Develop desk procedures in order to maintain office production, assist new employee in training and office protocol, standardization, etc., utilizing personal knowledge/expertise, communication skills, standard office procedures, departmental policies and procedures, etc. as needed.
16.	Make travel arrangements for Deputy Director/Assistant Director/Warden and staff in order to assist in their travel needs (e.g., airline reservations, ground transportation, hotel accommodations, etc.), facilitate their attendance at meetings/conferences/seminars, etc., utilizing personal knowledge/expertise, communication skills, standard office procedures, departmental policies and procedures, etc. as needed.
17.	Operate office equipment (e.g., personal computers, faxes, copiers, calculators, etc.) in order to disseminate information, complete work assignments, prepare documents for meetings/conferences/seminars, prepare/process timesheets, prepare/process travel expense claims, comply with laws, rules, regulations, departmental policies and procedures etc., utilizing personal knowledge/expertise, communication skills, laws, rules, regulations, departmental policies and procedures, etc. on a daily basis.
18.	Provide secretarial coverage for the Regional Offices, Director's Office, or Youth and Adult Correctional Agency in order to assist with temporary office support, maintain office production, etc. utilizing a list of qualified staff and coordinating with respective supervisor, communication skills, standard office, procedure, etc. as needed.

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19.	Enter correspondence (e.g., memoranda, letters, reports, issue papers, personnel actions, etc.) into logging/automated tracking system to ensure that deadlines are met, staff assignments/projects are completed, to document receipt of correspondence, etc. utilizing communication skills, personal computer, secretarial handbook, logging/automated tracking system, tickler file, personal knowledge/expertise, standard office procedures etc. on a daily basis.