

**CLASSIFICATION:** EXECUTIVE SECRETARY STENOGRAPHER

**Class Code:** 4190-12

**Date Established:** 12-27-82

**Occupational Code:** 1-2-4

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To monitor secretarial support activities for a specified organizational unit, including receiving and transcribing dictation and acting as secretarial assistant to an administrator or designated supervisor.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Receives and transcribes dictation and composes correspondence under general direction.
- Assigns work schedules to secretarial support staff, including establishing workflow, giving instructions and checking work.
- Explains administrative decisions and policies as outlined by an administrator to subordinate clerical and secretarial employees.
- Operates a word processor to draft and prepare correspondence or memos for approval by supervisor.
- Examines, checks and verifies statistical and other reports for completeness and accuracy of information.
- Prepares meeting agendas; attends meetings, takes minutes, prepares draft for administrative review and maintains appropriate records.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

**Knowledge:** Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

**Impact:** Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

**Supervision:** Requires direct supervision of other employees doing work which is related or similar to the supervisor, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

**Working Conditions:** Requires performing regular job functions under good conditions in a safe working environment.

**Physical Demands:** Requires sedentary work, including continuous sitting or occasional standing and walking.

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**Communication:** Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

**Complexity:** Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

**Independent Action:** Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

### **MINIMUM QUALIFICATIONS:**

**Education:** Completion of high school, G.E.D. or its equivalent, including courses in office procedures, word processing, shorthand or typing. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years' experience in a secretarial position, including taking and transcribing dictation, with supervisory, administrative support, or office management experience.

**License/Certification:** None required.

**RECOMMENDED WORK TRAITS:** Knowledge of modern office equipment and methods of operation. Knowledge of English grammar, spelling and general arithmetic. Skill in taking and transcribing dictation. Skill in typing rapidly and accurately. Skill in making accurate arithmetic computations. Ability to interpret administrative policies and decisions. Ability to work independently. Ability to train and supervise other employees engaged in similar work. Ability to make decisions. Ability to compose confidential correspondence with only general instructions. Ability to use courtesy and tact with visitors and callers. Ability to establish and maintain effective working relationships with other employees and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.