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Class Specifications  
for the Class:PRIVATE SECRETARY IDistinguishing Characteristics:

A position in this class services a high-level appointed State official, such as an assistant adjutant general or assistant deputy director, who reports to the director (or chief executive officer) of a State department. The "high-level appointed State official" is defined, in this class specification, as a position which is exempt from civil service, whose designation or title is specified by law, whose functions are continuing in nature and not intermittent, and is responsible for a major organizational or functional area defined by law for a State department. This includes responsibility for managing a principal segment of the department consisting of several subordinate echelons with multi-faceted programs and/or functions and a large and varied work force. The administrative and management functions of the high-level appointed State official are also extremely complex by virtue of the official's significant policy making and leadership role in the department and in acting on behalf of the Director or chief executive officer.

A position in this class actively participates in the management of the high-level appointed State official's office by generally assuming full responsibility for the administrative and clerical details of the office. In this capacity, the incumbent will invariably have access to and knowledge of confidential information relative to policy matters, employee-employer relations, program plans, etc. Considerable tact and judgment is required in dealing with such matters and in handling callers, visitors, other employees and officials, members of the Legislature, the press and members of the general public.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

Receives telephone calls and visitors and determines their identity and nature of the call; determines which calls and visitors may be directed to the official served, can be referred elsewhere or handled personally; tactfully holds calls and visitors to brief the official served on the background and obtain required information; makes all arrangements for conferences including informing participants of topics to be discussed and providing background information, attending and taking notes, preparing summary accounts with emphasis on commitments made and developments of concern to the official served and his/her other staff, and copying and distributing handout material and

summaries of the meeting; receives incoming mail, maintains control records on incoming correspondence and action documents, and follows up on work in progress to insure timely reply or action; reads outgoing correspondence for procedural and grammatical accuracy, conformance with general policy, factual correctness and adequacy of treatment, and calls any deviations or inadequacies to the attention of the writer; maintains the calendar of the official served and schedules appointments and conferences without prior clearance; ensures that the official served is fully briefed on the matters to be considered before scheduled meetings; drafts letters of acknowledgement, commendation, notification, etc., on own initiative; interviews and makes selection of clerical employees in the immediate office; makes assignments, schedules relief and lunch hour coverage, arranges overtime work as necessary, etc.; insures that official, social obligations are met, such as arranging luncheons, issuing invitations or notices, arranging seating, assuring invitation and presence of guest speakers, etc.; obtains specialized information for the official served from technical sources outside the agency, or from diverse or numerous documents and organizes the material so as to facilitate focus on the most important areas; observes need for administrative or procedural notices and instructions, prepares drafts of necessary issuances, and distributes and explains notices and instructions to appropriate staff; develops and implements office procedures; may operate a typewriter or computer to type correspondence, reports and other materials; may take and transcribe dictation by shorthand, speedwriting or stenotype of correspondence, reports and other materials.

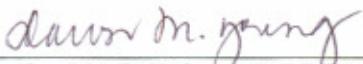
**Knowledge and Abilities Required:**

Knowledge of: Secretarial principles and practices; general administrative principles and processes applicable to large organizations; report writing; office practices and procedures; the operation and operational maintenance of various office appliances and equipment.

Ability to: Plan, organize and carry out a broad range of secretarial functions; organize, assign, direct and review the work of others; develop a working knowledge of the organization and the programs which are the responsibility of the high-level State official; understand and interpret the views and policies of the official served, including any special interests and official social obligations; work effectively under frequent interruptions and changing requirements, and handle office emergencies; write varied and complex business letters, summaries and reports requiring judgment as to appropriate format and conforming to all the rules of grammar and style; speak simply and directly to individuals and groups in conveying information about various technical and administrative aspects of programs; direct the maintenance of confidential files and records including those relating to employee-employer relations; deal tactfully with others within and outside the organization in carrying out the instructions and policies of the official served; and, for some positions, type accurately and/or take and transcribe dictation at acceptable rates of speed.

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This is an amendment to the specification for the class PRIVATE SECRETARY I,  
which was approved on June 27, 1989.

DATE APPROVED: 4/11/07

  
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for MARIE C. LADERTA  
Director of Human Resources Development