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Minimum Qualification Specifications
for the Class:

PRIVATE SECRETARY I

Experience Requirement:

Applicants must have the kind, amount and quality of experience described in the following paragraphs, or any equivalent combination of training and experience:

General Experience: Six (6) months of work experience which involved performance of tasks which demonstrated knowledge of English grammar, spelling and arithmetic; and the ability to read and understand oral and written instructions, and speak and write simply and directly.

Specialized Clerical Experience: Two (2) years of progressively responsible typing, and/or substantive clerical work experience which demonstrated, in addition to the knowledge and abilities noted under General Experience, knowledge of common office appliances and equipment and the ability to carry out procedures in clerical work systems and to perform secretarial-type tasks including, but not limited to, several of the following: serving as telephone and walk-in receptionist; maintaining a system of files; making travel arrangements; composing correspondence; obtaining and presenting information from files; routing correspondence; reviewing outgoing correspondence for format, grammar, spelling punctuation and typographical errors; maintaining a log of pending work, etc.; and using computers and software applications (e.g., word processing, spreadsheet, databases, etc.).

Secretarial Experience: Three (3) years of progressively responsible typing, and/or substantive clerical work experience which demonstrated possession of the ability to perform secretarial duties including, but not limited to the following: (1) providing personal assistance to an administrator or executive by attending to the administrative details of an office; (2) having an overall awareness of the activities and administrative framework of a program/organization; and (3) exercising sound judgment.

Substitutions Allowed:

1. Graduation from high school or equivalent, with courses in basic English and arithmetic may be substituted for the General Experience.
2. Excess Specialized Clerical Experience may be substituted for the General Experience on a month-to-month basis.

3. Successful completion of a substantially full-time clerical/office support/business technology curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in English, clerical/office procedures, and mathematics may be substituted for the required Specialized Clerical Experience on the basis of fifteen (15) semester credit hours of satisfactorily completed course work for six (6) months of Specialized Clerical Experience, up to a maximum of one (1) year.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class PRIVATE SECRETARY I, which were approved on April 11, 2007.

DATE APPROVED: 3/12/2012



BARBARA A. KRIEG, Interim Director
Department of Human Resources Development