

Class Specifications
for the Class:PRIVATE SECRETARY II**Distinguishing Characteristics:**

A position in this class services an appointed State official designated as a deputy to the director (or chief executive officer) of a State department. The administrative and managerial functions of a deputy director are extremely complex by virtue of his or her substantial policy making and leadership role in the department. A deputy director is defined, in this class specification, as an appointed official filling a statutorily identified deputy director's position.

A position in this class actively participates in the management of the deputy director's office by generally assuming full responsibility for the administrative and clerical details of the office. 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.

As provided by law, the incumbent of a position in this class is not subject to civil service provisions on recruitment and tenure even though the position is covered by the civil service classification plan.

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 and screens visitors and telephone calls, and determines which calls and visitors may be directed to the deputy director, can be referred elsewhere or can be handled personally; arranges for and attends conferences to take notes and prepare summaries; informs staff members of developments and arranges for implementation of the deputy director's commitments, and keeps informed of current status of required work in the organization for periodic report to the deputy director as deemed necessary; receives incoming mail, determines those which must go to the deputy director or can be handled personally, and refers others with appropriate notations as to who is to prepare response, how reply is to be addressed, for whose signature, etc., and follows-up to assure a timely response; reviews outgoing correspondence and action documents before forwarding to the deputy director to assure that review has been made by all

appropriate persons, and that the material is in conformance with established policy and the views of the deputy director; resolves problems and conflicts, or calls them to the attention of the deputy director; maintains the calendar of the deputy director, establishing priorities at own discretion, and sets up, shifts or declines appointments; accepts or declines invitations to meetings on own initiative, and arranges for representation by other staff as necessary; serves as liaison between the deputy director and other staff to inform them of his/her views on current problems, schedules briefings by other staff, etc.; serves in a liaison capacity between the deputy director and other offices and agencies to relate factual data and arrange procedural matters; may supervise other lower-level secretaries to coordinate support services in special projects; assembles background information for the use of the deputy director in public speaking engagements, including obtaining biographical data on persons to be introduced, and may outline tentative speech draft; provides information to the deputy director on long-term continuity of policy and procedures, internal problems and personalities, etc.; 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.

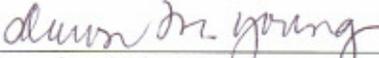
Knowledge and Abilities Required:

Knowledge of: Secretarial principles and practices; general administrative principles and practices applicable to large organizations; basic organization of State government; report writing; office practices and procedures; the operation and operational maintenance of various office machines 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 under an appointed deputy director; understand and interpret the views and policies of the official served, including any special interest 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 deputy director; and for some positions, type accurately and/or take and transcribe dictation at acceptable rates of speed.

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

DATE APPROVED: 4/11/07



for MARIE C. LADERTA
Director of Human Resources Development