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Class Specifications
for thePRIVATE SECRETARY III**Distinguishing Characteristics:**

A position in this class services the appointed director (or chief executive officer) of a State department whose appointment is normally subject to legislative confirmation. The administrative and management functions of the appointed department director are most complex due to the varied nature and very broad scope of subordinate multiple statewide programs and his or her administrative policy making and leadership role in the government and throughout the State. Direction is given to multiple programs which are complex and divided into various echelons, and possibly district operations, so that the span of control and coordination is of exceptional scope and complexity. Broad programming, policy determination, program coordination for the entire department, and interagency coordination and negotiation, in the name of the agency with officials of other levels and branches of government and others, are included in the work of the department director. The department director also represents the Governor as required.

A position in this class actively participates in the management of the department director's office by generally assuming full responsibility for the administrative and clerical details of the office. The incumbent of a position in this class must exercise considerable tact and judgment in handling callers, visitors, other employees and officials, members of the Legislature, the press, and members of the general public. The incumbent will invariably have access to and knowledge of confidential information relative to policy matters, employee-employer relations, program plans, etc.

As provided in the 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 telephone calls and visitors, and determines the identity of the visitor and caller and the nature of the call; determines which calls and visitors must be directed to the department director due to the volume and requirement to divert as many as possible to others or handle personally, and provides adequate background to the department director; arranges for and attends conferences to take notes and prepare summaries;

informs staff members of developments and arranges for implementation of the department director's commitments, and keeps informed of the current status of required work in the organization for periodic report to the department director as deemed necessary; receives incoming mail, determines those which must go to the department 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 timely response; reviews outgoing correspondence and action documents before forwarding to the department director to assure that review has been made by all appropriate persons and material is in conformance with established policy and the department director's views; resolves problems and conflicts and/or calls them to the attention of the department director; may supervise departmental secretaries as needed to coordinate support services for urgent special projects; maintains the calendar of the department director, establishes 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 department director and other staff, and, on own initiative, informs them of the views of the department director on current problems, and schedules briefings by other staff, etc.; serves in a liaison capacity between the department director and other offices and agencies to relate factual data and arrange procedural matters; assembles background information for use of the department director in public speaking engagements, including obtaining biographical data on persons to be introduced, and may outline tentative speech draft; provides information to the department 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 and stenotype of correspondence, reports and other materials.

Knowledge and Abilities Required:

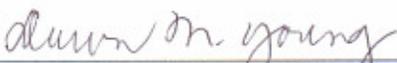
Knowledge of: Secretarial principles and practices; general administrative principles and practices applicable to large organizations; basic organization of State government, the interaction of departments and branches of government, and the legislative process; office practices and procedures; the operation and operational maintenance of various office machines and equipment; principles and practices of supervision.

Ability to: Plan, organize and carry out a very broad and complex range of secretarial functions; organize, assign, direct and review the work of others; develop and skillfully apply a working knowledge of the organization and the programs under an appointed department director; understand and interpret the views and policies of the department director, including any special interests and official social obligations; work effectively under frequent interruptions and changing requirements; 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 department 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 III, which was approved on June 27, 1989.

DATE APPROVED: 4/11/07



for MARIE C. LADERTA
Director of Human Resources Development