

Secretary III

Under limited supervision, the Secretary III provides general secretarial and administrative support for the Department Director, relieving the Director of routine office, technical, and administrative detail; performs complex and highly responsible office support work requiring independence, initiative, and discretion; interprets policy and administrative regulations; may supervise the work of clerical support staff; and performs related work as required.

General Description

The Secretary III performs a variety of administrative tasks with a minimum of supervision, in addition to office support duties. Positions in this class normally exist only in those departments where the Director has delegated a substantial amount of administrative detail and non-routine work.

The classification of Secretary III differs from the Secretary II in that the latter provides secretarial and administrative support for an Assistant/Deputy Director, or head of a regional office, or a major division in a large department; the Secretary III differs from the Secretary I in that the latter provides secretarial and administrative support for a manager or supervisor.

EITHER

One (1) year of full-time experience as a Secretary II;

Minimum Qualifications

OR

Two (2) years of full-time experience as a Secretary I;

OR

Four (4) years of full-time experience performing significant and progressively responsible office clerical duties that has included providing direct support to management level staff.

**Desired
Qualifications**

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

-Screens incoming correspondence routed to the Director, refers for reply to appropriate staff member, and follows up to ensure that deadlines are met.

-Arranges correspondence for Director's personal reply in order of priority, with appropriate background material attached for reference.

-Composes correspondence independently or in accordance with general instructions, requiring a thorough knowledge of the procedures and policies of the office.

-Reviews outgoing correspondence prepared by other staff members for Director's signature, checking for consistency with administrative policy as well as for format, grammatical construction, and clerical error.

-Gathers and summarizes data.

-Attends meetings and conferences, takes notes and/or summarizes notes into minutes and distributes to appropriate staff.

-Takes and transcribes difficult and confidential dictation.

-Screens a variety of visitors and telephone calls, refers to other staff members or personally gives out authoritative information on established departmental programs and policies.

-Arranges meetings for Director, prepares agendas, and makes adjustments as necessary in scheduled meeting times.

-Relieves the Director of routine office details.

-Maintains confidential and administrative files.

**Work
Performed**

- May supervise the work of clerical support staff.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Clerical and administrative office practices and procedures.
- English grammar, vocabulary, spelling, punctuation, and composition.
- Methods and techniques used in researching, proofing, evaluating, gathering, organizing and arranging data.
- Common office computer software applications.

Ability to:

- Understand and apply specific rules, codes, regulations, procedures, policies, and precedents.
- Interpret, apply, and explain administrative and department policies, regulations, and procedures.
- Follow written and oral instruction.
- Identify and correct technical inaccuracies.
- Provide verbal and written technical direction to others.
- Work independently in performing assignments and in resolving problems and deviations.
- Use good judgment in recognizing scope of authority.
- Meet the public in situations requiring tact, diplomacy, discretion, and poise.
- Maintain confidentiality.
- Establish and maintain effective working relationships.
- Organize and revise the maintenance of department files; research, proof, evaluate, gather, organize, and arrange a diversity of information; keep complex records and prepare reports.
- Type a variety of material to include graphs, charts, statistical

reports, and standardized forms.

-Independently research and prepare correspondence in answer to inquiries about department records, programs, services, and regulations.

-Provide supervision, direction, and training to clerical support staff.

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

**Other
Information**