

DUTIES STATEMENT
SECRETARY TO THE CHAIRPERSON
(COMMISSION ON HUMAN RIGHTS)

The Secretary to the Chairperson performs highly confidential, exceptionally difficult, and secretarial work directly for the Chairperson of the Commission on Human Rights. Participates in and relieves the Chairperson of the administrative detail of the office and discharges the usual duties of a secretary acting in a most exceptional and responsible capacity. Types or word processes extremely important, complex, and confidential material. Records the proceedings and statements at meetings, conferences, and prepares the agenda and makes all necessary arrangements for the same. Prepares and edits correspondence and reports. Engages in research activities to compile and arrange data for the expeditious consideration and determination of policy questions. Screens telephone calls, messages, and incoming written materials. Maintains the Chairperson's private files. Keeps the Chairperson informed of pending matters and appointments. Plans, assigns, and reviews the work of subordinates, and is responsible to the Chairperson for the satisfactory completion of the work assigned. Performs related work.