

SECRETARY TO THE DIRECTOR OF PROBATION

Duties and Responsibilities

Under direction, performs highly confidential and exceptionally difficult and responsible secretarial work directly for the Director; performs related work.

Examples of Typical Tasks

Participates in, and relieves the Director of the administrative detail of the office, and discharges the usual duties of a secretary acting in most exceptional and responsible capacity. Maintains all office systems, including a complex filing system.

Makes transcriptions of extremely important, complex and confidential material. Coordinates meetings, special events and various activities on behalf of the Director. Records the proceedings and statements at meetings and 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 Director's private files. Maintains the Director's calendar and keeps the Director informed of pending matters and appointments.

Plans, assigns and reviews the work of subordinates, and is responsible to the Commissioner for the satisfactory completion of the work assigned.

Qualification Requirements

1. A baccalaureate degree from an accredited college and one year of experience as a secretary; or
2. An associate's degree from an accredited college with a major in executive secretarial work and 3 years of experience as a secretary; or

SECRETARY TO THE DIRECTOR OF PROBATION (continued)

Qualification Requirements (continued)

3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory secretarial experience performing progressively responsible clerical/administrative work; or
4. A satisfactory equivalent combination of education and experience.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.