

CONFIDENTIAL SECRETARY

Duty Statement

Under executive direction, serves as executive secretary and confidential aide and performs highly confidential, highly sensitive and exceptionally difficult and responsible secretarial work; may be involved in high level meetings, preparing confidential reports, proposals, programs and plans; acts in a responsible capacity requiring knowledge of departmental functions, programs, policies and objectives.

Records and transcribes confidential data and correspondence; logs all incoming correspondence; screens telephone calls, visitors, messages and other general correspondence; prioritizes, reviews and distributes correspondence received from President's office to appropriate department heads for action; establishes and maintains internal files for periodic follow-up and processing; may provide guidance and direction to general office personnel.

Compiles and prepares various statistical reports; engages in confidential research activities to compile and arrange data for the expeditious consideration and determination of policy questions; takes dictation and transcribes extremely important complex and confidential material; maintains private files; prepares the agenda and compiles the materials for various meetings.