

## **ADMINISTRATIVE SECRETARY I 2105**

### **Distinguishing Characteristics of Work**

This is responsible work performing a variety of secretarial, administrative, fiscal, and clerical duties for a Deputy State Courts Administrator, Trial Court Administrator, or comparable non-judicial officer. The administrative secretary may be responsible for preparing court calendars, preparing purchase orders and obtaining bids, preparing travel and expense reimbursement requests, verifying court reporter vouchers, preparing job advertisements, advising new employees of court procedure and benefits, preparing new employee enrollment forms and personnel action request forms, maintaining attendance and leave records, locating interpreters, and typing and composing reports and correspondence using a word processor or personal computer. The administrative secretary may also assist the court administrator or chief judge in special projects such as surveys for court management studies, preparing statistical reports for case management studies, or coordinating training workshops for court staff. A variety of working relationships are established with state courts system personnel, judges and non-judicial officers, vendors, judicial assistants, and the general public. The administrative secretary works independently and must exercise discretion in dealing with confidential and sensitive information. Work is performed under limited supervision.

### **Education and Training Guidelines**

Graduation from a standard high school and four years of secretarial or staff experience one year of which was in a senior secretary or comparable position. A bachelor's degree from an accredited four year college or university may substitute for the recommended experience.

### **Knowledge, Skills, and Abilities**

Knowledge of and ability to use word processing applications. Knowledge of the rules of English grammar, spelling, and punctuation. Ability to type, compose, proofread, and edit correspondence and reports. Ability to use a calculator and compute basic mathematical and statistical functions such as percent and averages. Ability to communicate clearly and effectively. Ability to interact effectively with the general public. Ability to maintain confidentiality concerning sensitive information. Ability to work under pressure and meet deadlines. Ability to establish work priorities. Ability to work independently. Ability to plan, organize and complete special assignments with minimal supervision.

**Effective: July 1, 1993**