

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE:** ADMINISTRATIVE SECRETARY  
**DEPARTMENT:** VARIOUS  
**REPORTS TO:** DEPARTMENT HEAD or BRANCH HEAD  
**CIVIL SERVICE:** YES

**CLASS CODE:** 0161  
**FLSA STATUS:** N  
**DATE:** 5/08  
**BARGAINING UNIT:** SEIU

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**JOB SUMMARY:**

Under general direction performs a variety of highly complex administrative functions in support of a department director or branch director of a large multi-branch department. Duties include serving as the primary administrative secretary; performs a variety of complex and confidential secretarial and administrative duties, relieving the department head of the more routine administrative duties.

**DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from the Secretary class by the performance of highly complex, responsible, and sensitive duties and high degree of independence of action related to its functioning as the direct administrative support to a County department head, where the Secretary provides support to high level management positions in a department.

**SUPERVISION EXERCISED:**

Administrative Secretary may provide direct first-line supervision to clerical staff.

**EXAMPLES OF DUTIES:** *Duties may include but are not limited to the following:*

- Support the office of a department head by performance duties such as: oversee the daily office procedures and workflow of the department; relieve officials of routine administrative details such as checking operating reports for accuracy and conformance to policies and standards; assist in resolving administrative issues; answer various inquiries, arranges appointments; processes routine and non-routine matters independently; prepare complex, routine and non-routine reports as requested utilizing a variety of software; receive, sort, and summarize material for the preparation of reports; relay and interpret administrative decisions, policies, procedures and instructions. May deal with sensitive and confidential matters at the direction of senior level staff and/or the department director.
- Screen incoming correspondence routed to the Director, refer for reply to appropriate staff member, and follow up to ensure that deadlines are met.
- Compose correspondence independently or in accordance with general instructions, requiring a thorough knowledge of the procedures and policies of the office.
- Prepare various contracts, assuring that documents are forwarded to staff for approval and execution. Maintain contract which include monitoring flow of documents, consulting with and advising staff of essential elements of contracts, conferring with financial staff, and managing related filing systems.
- Attend meetings and conferences, take notes and/or summarize notes into minutes and distribute to appropriate staff.
- Assist with the development, communication, and monitoring of policies, procedures, and standards for the department; recommends improvements when necessary. Interpret various codes and mandates.
- Interact with a variety of high-level individuals, both internally and within the community to provide information, disseminate departmental information.
- Confer with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; make recommendations to assist management in making needed improvements; report administrative and/or operational problems to supervisor.
- Maintain and upgrade professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Take policy, service and information requests relating to governmental activities and refers to proper divisions for processing and providing information; update and maintain service and information requests.
- Perform specialized research and statistical work manually or on computer on assigned subjects for staff and management.
- May serve as backup for other positions within the department.
- Perform other related duties as assigned.

**IN A SUPERVISORY CAPACITY (in addition to the above duties):**

- Carry out supervisory duties in accordance with policies, procedures and applicable laws including: interviewing, hiring and training and mentoring, planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

**MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or Terminal  
Paging System

Typewriter  
Two-way Radio

General Office Equipment  
Recording Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High school diploma or GED equivalent and five years of experience performing significant and increasingly responsible administrative and clerical duties in support of a supervisor or manager that included providing relief of administrative details and non-routine work; or two (2) years of full-time experience as a Secretary with Mendocino County; or a combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job. Supplemental course work in accounting, office management or related field is desired;

**Licenses and Certifications:**

None

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Internal departmental policies and procedures.
- Applicable, federal, state and local ordinances, codes, laws, mandates, etc.
- Office administrative and secretarial practices and procedures, such as business letter writing and the operation of standard office equipment, including a word processor and personal or on-line computer.
- External governmental bodies and agencies related to area of assignment.
- Standard business arithmetic, including percentages and decimals.
- Basic budgetary principles and practices.
- Record keeping, report preparation, filing methods and records management techniques.
- General office procedures, policies and practices, as well as knowledge of computer application, hardware, and other general office equipment related to the performance of the essential functions of the job.
- Methods and techniques used in researching, proofing, evaluating, gathering, organizing and arranging data.

**In Supervisory Assignments:**

- Principles and practices of effective supervision and training
- Administration of staff and activities

**Skill in:**

- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks.
- Understanding, interpreting and communicating complicated policies, procedures and protocols.
- Typing from rough draft or printed text, or entering other data using a keyboard at a speed sufficient to perform the duties of the job.
- Transcribing information from dictating equipment.
- Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Operating and performing routine maintenance of general office machines and other standard office equipment.
- Identifying and correct technical inaccuracies.
- Providing verbal and written technical direction to others.
- Working independently in performing assignments and in resolving problems and deviations.
- Maintaining confidentiality.
- Typing a variety of material to include graphs, charts, statistical reports, and standardized forms.

**In Supervisory Assignments:**

- Selecting and motivating staff, planning, organizing, assigning, directing, reviewing, evaluating the work of staff and

providing for their training and professional development.

**Mental and Physical Ability to:**

- Read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Rapidly and accurately take and transcribe oral or tape dictation using speedwriting, shorthand, or dictating equipment (at the discretion of the supervisor).
- Establish and maintain effective working relationships with others.
- Draft and type correspondence.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.
- Lift and carry, push and/or pull, or move items weighing up to 20 pounds.

**Working Conditions:**

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.