

PERSONAL SECRETARY I 2115

Distinguishing Characteristics of Work

This is a responsible position providing administrative support to the Deputy State Courts Administrator's Office. This position arranges and prepared materials for conference, meetings, and conference calls, makes travel arrangements, maintains the office calendar and the Deputy's schedule. This position maintains a comprehensive filing system, transcribes dictation, prepares correspondence, maintains office supplies, and prepares purchase requisitions and travel reimbursement vouchers. Monitors monthly fiscal reports and performs basic bookkeeping. Additionally, the Personal Secretary I answers and responds to telephone and e-mail inquiries from the general public, judicial officers, state courts system managers, and employees timely and in a professional manner.

Education and Training Guidelines

Graduation from a standard high school and four years of secretarial or staff experience, two years of which was in an administrative secretary 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 computer applications including Microsoft Office Suite, the Internet, and Microsoft Outlook. 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 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 arrangements with minimal supervision. Ability to plan meetings, and manage a supervisor's calendar.

Effective: April, 2007