

# **SENIOR SECRETARY 2004**

## **Distinguishing Characteristics of Work**

This is responsible work performing a variety of secretarial, administrative support, and clerical duties for a Court Administrator, Program Manager, or comparable position. The Senior Secretary is responsible for typing correspondence, detailed reports and charts, memoranda, etc., using a word processor or personal computer. The Senior Secretary is also responsible for establishing and maintaining a comprehensive office filing system, ordering and maintaining supplies, preparing travel arrangements, scheduling meetings, training events, and conferences, and preparing materials for supervisor's presentations. A variety of working relationships are established with State Courts System personnel, vendors, judges and non judicial officers, and the general public. The Senior Secretary works independently and must exercise discretion in dealing with confidential and sensitive information. Work is performed under general supervision.

## **Education and Training Guidelines**

Graduation from a standard high school and three years of secretarial experience, one year of which was in a secretary specialist or comparable position.

Successfully completed studies at an accredited four year college or university, or two year college or vocational school may substitute for the recommended experience on a year for year basis.

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

Knowledge of and ability to use a word processor and/or personal computer word processing applications such as MS word. Knowledge of the rules of English grammar, spelling, and punctuation. Ability to communicate clearly. Ability to act patiently with the general public. Ability to maintain confidentiality concerning sensitive information. Ability to work under pressure and meet deadlines. Ability to plan and establish priorities for work assignments.

**Effective: July 1, 1993**

**Revised: October, 2007**