

# Florida State Courts System Class Specification

**Class Title: Personal Secretary II**

**Class Code: 2120**

[Pay Grade 19](#)

## **General Description**

The essential function of the position within the organization is to provide complex organizational and advanced secretarial support for the State Courts Administrator. The position is responsible for performing organizational and administrative tasks of high responsibility. The position works under general supervision independently developing work methods and sequences.

## **Examples of Work Performed**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Provides organizational and secretarial support, such as assisting with training of other departmental personnel or making arrangements and taking minutes for Supreme Court committee meetings.

Assists with special tasks exercising discretion and confidentiality, such as distributing work assignments to OSCA managers and staff or receiving and conveying confidential and/or public information.

Maintains electronic calendar and schedules appointments, conference calls and video teleconference meetings.

Receives and responds to public e-mail inquiries; provides substantive information and referral service regarding State Courts System and other state agencies; answers incoming calls and routes to appropriate staff personnel.

Provides technical support to departmental staff for telephone repair, service and equipment; schedules repair and replacement as required.

Updates and maintains departmental mailing address system; updates, publishes and distributes telephone directories and master calendar; updates officer lists for judges.

## PERSONAL SECRETARY II

Provides clerical assistance to supervisors, such as preparing correspondence, preparing itineraries and making travel arrangements for meetings, preparing handouts, coordinating materials and assembling notebooks for meetings.

Coordinates with Marshal's office to obtain services for maintenance and housekeeping; informs the Marshal's office of meetings, new employees and terminations; provides lists of visitors and escorts visitors within the building.

Audits telephone bills; reports monthly meter readings for copier; provides key operator services for copier and schedules repairs; maintains supply of paper, toner, developer and staple cartridges for copier and fax machine.

Prepares supervisor's annual statement of financial interest and legislative lobbyist registration, and periodic lobbyist expense reports for legislature and executive branch.

Processes departmental mail, maintains office equipment, distributes legal publications to staff, and assists with special projects as directed.

### **Competencies**

#### **Data Responsibility:**

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

#### **People Responsibility:**

Refers to individuals who have contact with or are influenced by the position.

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

#### **Assets Responsibility:**

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

## PERSONAL SECRETARY II

### **Mathematical Requirements:**

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

### **Communications Requirements:**

Involves the ability to read, write, and speak.

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

### **Complexity of Work:**

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of principles of logical thinking, scientific, medical, or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

### **Impact of Decisions:**

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with minor impact - affects only those in immediate work area.

### **Equipment Usage:**

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing or spreadsheets.

## **Education and Experience Guidelines**

### **Education:**

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in Business, public administration, English or a related field.

### **Experience:**

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Six years of related experience.

### **Licenses, Certifications, and Registrations Required:**

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Secretarial Certification preferred.