

Florida State Courts System Class Specification

Class Title: Personal Secretary I

Class Code: 2115

[Pay Grade 17](#)

General Description

The essential function of the position within the organization is to provide advanced organizational and secretarial support to departmental operations. The position is responsible for performing organizational and clerical tasks of responsibility. The position works under general supervision of the Deputy State Courts Administrator 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.)

Coordinates and supports activities and work of the supervisor and his/her management team as directed.

Reviews reports, documents, policies and requests for accuracy and validity; makes recommendations for action or approval.

Serves as liaison to groups/departments throughout the Courts System, such as the Marshal's office or trial court administrators, facilitating meetings, conference calls, and responding to inquiries.

Provides assistance and leadership to other administrative support staff individually and through staff meetings; assists in revising and setting policies for OSCA.

Maintains office calendar, setting meetings, appointments and conference calls; attends meetings and takes and transcribes notes.

Assists with budget management, oversight of special projects, and in procuring supplies and equipment.

Performs clerical tasks such as preparing and typing correspondence and similar documents observing strict confidentiality, performing data entry, faxing, telephoning or photocopying.

PERSONAL SECRETARY I

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.

Mathematical Requirements:

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

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads journals and manuals; composes 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 logical principles and thinking to solve practical problems within or applying to a unit or division of the organization;

PERSONAL SECRETARY I

requires continuous, close attention for accurate results and frequent 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.

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 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.

Five 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.