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Job Specification

SECRETARIAL ASSISTANT 2, NON-STENOGRAPHIC

DEFINITION:

Under supervision, provides secretarial, administrative and clerical support to an assigned deputy division director, assistant director, bureau chief, or organizational equivalent who is responsible for the administration of major programs, including administration of a large sub-divisional unit and management of large regional, field, or satellite installations (four or more regional entities), or dean of a State college; types correspondence and reports, prepares letters on more complex matters, provides requested information to internal and external customers, maintains the schedule of appointments and the daily engagement calendar of the executive official; utilizes various information systems for daily work assignments used by the agency, office, or related units; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Organizes assigned secretarial and administrative clerical work and develops effective work methods.

Types correspondence, reports, and recommendations of a confidential nature.

Reviews, sorts, and routes incoming correspondence.

Prepares letters on matters which may or may not be signed or reviewed by the executive official.

Obtains pertinent material from files and/or other sources; puts it into usable form for the review and use of the executive official.

Provides requested information to division personnel, representatives of state, local, and other groups, organizations, and agencies, and to the public in accordance with established policy.

May interview callers at the office.

Maintains a schedule of appointments and the daily engagement calendar of the executive official.

Prepares meeting agendas; types meeting minutes from notes or recording equipment.

Makes arrangements for speaking engagements, travel, and for meetings, conferences, and hearings.

Maintains mailing lists and makes necessary revisions.

Prepares moderately complex statistical and other reports.

Maintains confidential personal correspondence and other records and files, including a follow-up file.

Will be required to learn how to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

Four (4) years of experience in secretarial and administrative clerical work.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (30) semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of secretarial, clerical, and other office routines, procedures, and practices, and their application to specific situations.

Knowledge of basic computer applications.

Knowledge of commonly used data processing and office applications.

Ability to read and interpret department regulations, programs, standards, and procedures.

Ability to accurately type correspondence and reports.

Ability to act as confidential secretary to an executive official.

Ability to organize secretarial work, often of a confidential nature.

Ability to use correct English, to spell correctly, and to use correct sentence and paragraph structure.

Ability to communicate with visitors, schedule appointments, and process requests for information in accordance with established procedures.

Ability to prepare statistical and other reports.

Ability to prepare correspondence.

Ability to multitask.

Ability to learn, understand, and readily adapt to the computer systems used by the agency.

Ability to create mail merges, PowerPoint presentations for daily assignments.

Ability to maintain confidential, follow-up, and other records and files.

Ability to learn how to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible if they can perform the essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
24532C	Non-Stenographic	S	C	35	18	N/A	A17	-

This job specification is for **state** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

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