

**CLASS TITLE: SECRETARY TO THE DIRECTOR  
OF ADMINISTRATION**

**Class Code: 02444200  
Pay Grade: 27A  
EO: F**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To serve as personal assistant to the Director of Administration by participating in his management of the Department's programs by performing secretarial and administrative duties requiring not only a working knowledge of the functions of the Department, but responsibility for interpreting his policies and directions to departmental officials, general officers, members of the General Assembly and the public; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Director from whom work assignments are received; work is reviewed usually upon completion for performance of assignments as directed.

**SUPERVISION EXERCISED:** Supervises clerical assistants assigned to assist in completion of duties.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To serve as personal assistant to the Director of Administration by participating in his management of the Department's programs by performing secretarial and administrative duties requiring not only a working knowledge of the functions of the Department, but responsibility for interpreting his policies and directions to departmental officials, general officers, members of the General Assembly and the public.

To serve in a liaison capacity between the Director and members of the Governor's staff, with departmental officials, or members of the General Assembly.

To take and transcribe dictation from the Director; to take and transcribe minutes of press conferences and meetings with departmental or other governmental officials; to take and transcribe verbatim statements or testimony at hearings conducted by him to review decisions of departmental officials.

To gather data or information from a variety of sources relating to the functions of the Department of Administration for use of the Director in his preparation of speeches, reports and news releases.

To compose, independently, correspondence, or letters of acknowledgement, notifications, etc., for the Director; to review reports or correspondence of the Director for procedural and grammatical accuracy, factual correctness, adequacy of treatment, and call any deviations or inadequacies to the attention of the Director.

To relieve the Director of such details as: the acceptance of telephone calls, the reception of visitors, the preparation and processing of correspondence, the maintenance of files and records, the collection and dissemination of information, and the transmission of instructions to departmental officials.

To keep the Director's calendar and to set up and shift appointments or arrange for subordinate officials to handle appointments for the Director.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of business English; a working knowledge of the functions and activities of the Department of Administration; a high degree of skill in taking and transcribing dictation and verbatim statements or testimony at public hearings; the ability to compose, independently, correspondence for the Director; the ability to gather information from a variety of sources relative to the functions of the Department of Administration for use of the Director in his preparation of speeches, reports and news releases; the ability to serve in a liaison capacity between the

Director and members of the Governor's staff, with departmental officials, or with members of the General Assembly; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school including or supplemented by completion of a curriculum in secretarial studies; and

Experience: Such as may have been gained through: employment as the private stenographic secretary to a state department head which required considerable experience interpreting his policies and directions to state departmental officials, general officers, members of the General Assembly and the public.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: May 8, 1962

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