

EXECUTIVE SECRETARY

DEFINITION

Under general direction, the Executive Secretary provides confidential secretarial and administrative assistance to executive staff.

DISTINGUISHING CHARACTERISTICS

This class is characterized by responsibility for providing especially difficult and responsible secretarial work that relieves executive staff of a wide variety of no-routine work and a substantial amount of administrative and office detail. The Executive Secretary is a key confidential position in the Executive Office of the San Luis Obispo Superior Court.

TYPICAL TASKS

- Obtain documents, background information and other data for administrative reports, surveys and other uses;
- receives and screens visitors and callers, supplies the requested information or redirects the visitor or caller to appropriate staff;
- evaluate demands on the administrator's or director's time and arrange his/her schedule accordingly;
- coordinates preparation and submission of amendments to Local Rules of the Court;
- provide clerical support for confidential personnel or administrative actions;
- prepares and circulates Requests for Proposals (RFPs);
- prepares and circulates agenda packet for Judges meeting; attends meeting to take minutes; transcribes minutes;
- independently drafts correspondence for signature of executive staff and edits other compositions;
- coordinate and facilitate executive office events;
- may prepare, type, proofread and/or process a wide variety of complex legal documents and correspondence;
- may provide lead direction to other staff.

EMPLOYMENT STANDARDS

Knowledge of:

- laws, rules and regulations affecting assigned program functions and services;
- the goals and functions of the judicial system, at the local and state level;
- principles and practices of report and letter writing;
- legal procedures and practices involved in composing, processing, completing and filing legal documents;
- clerical, financial and legal record keeping practices;
- public and community relations;
- correct English Usage, spelling, grammar and punctuation;

- modern office practices, procedures and equipment, including personal computer and software applications.

Ability to:

- perform a variety of complex legal secretarial tasks involving considerable initiative and judgments;
- independently read, interpret and apply laws, policies, rules and directions with good judgment in a variety of situations;
- prepare draft reports requiring analytical skill;
- plan, organize and schedule priorities in the office;
- take dictation of notes at an appropriate rate for the job assignment and transcribe accurately;
- operate a variety of modern office equipment; use a personal computer and software for word processing, record keeping and other Court support functions;
- establish and maintain cooperative working relationships with others.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate effectively. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 10 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; sitting and/or standing for prolonged periods of time.

EXPERIENCE/EDUCATION

Four (4) years of responsible legal secretarial, office and administrative support work **-AND-** a typing certificate displaying ability to type from clear copy at a rate of not less than 50 net words per minute.

Special training and education in the legal secretarial field and ability to take dictation is desirable.