



THE STATE BAR OF CALIFORNIA

OFFICE OF HUMAN RESOURCES

845 SOUTH FIGUEROA STREET, LOS ANGELES, CA 90017-2515 (213) 765-1100 • 180 HOWARD STREET, SAN FRANCISCO, CA 94105-1639 (415) 538-2351

ADMINISTRATIVE SECRETARY

Office: Multiple
Status: Non-Exempt – General Unit
Grade: 6

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor
Supervises: None

DEFINITION

The Administrative Secretary (AS) provides administrative and secretarial support for the Office and/or individual assigned. The AS is responsible for preparing reports, special projects and statistical reports as necessary. The AS is responsible for maintaining a high level of confidentiality of sensitive matters that arise within the Office.

MAJOR DUTIES & RESPONSIBILITIES

1. The AS is responsible for providing secretarial and administrative work for the head of a department or Office, or other Executive Staff member.
2. The AS may prepare correspondence independently from notes, instructions or on their own initiative, assuring appropriate form, style, punctuation, spelling and grammar. The AS types agendas, compiles agenda materials and oversees the copying and distribution of the agendas. In addition, the AS may record and drafts committee and/or department minutes.
3. The AS may generate personnel requisitions for regular or temporary personnel, obtain appropriate signature(s), process change forms and forward all required information to Human Resources. Also the AS may maintain a roster of all authorized position control numbers for the office and distributes reports to appropriate personnel.
4. The AS may serve as a receptionist for department, or Office receiving callers, providing information, answering complaints or scheduling appointments for the department head or other staff member.
5. The AS may relieve administrators, or others assigned, of maintaining statistical information, assist with the preparation of contracts, ordinances and other legal documents, review applications and requests for action, and assisting in various other details.
6. The AS may maintain the organizational policies and procedures of the State Bar as a whole, as well as the specific Office and answers inquires over the telephone, in writing, via the Internet and/or in person, communicating professionally and courteously or refer inquiries to the appropriate person(s) or Office(s).

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Generic

7. The AS may collect time cards, prepare the time summary report for signature, check for and resolves discrepancies and distribute paychecks. Also, the AS may review invoices and/or receipts, verify accuracy, code and forward to the appropriate location.
8. The AS may develop, organize and maintain master event calendar(s), standing meeting schedules and lists and maintain databases applicable to the Office.
9. The AS may make travel and accommodation reservations and prepare expense accounts and allocations as requested.
10. The AS evaluates problems and procedures and recommends solutions and/or alternative methods to the appropriate responsible authority.
11. The AS may receive, open and route mail, maintain and order office supplies and initiate and maintain administrative forms and procedures.
12. May coordinate and direct the work of other clerical staff.
13. The AS may perform other similar or related duties which may not be specifically included within this position description, but which are consistent with the general level of the job and the responsibilities described.

KNOWLEDGE & SKILLS

1. Computer information systems, including personal computer applications, spreadsheet programs and word processing.
2. Basic rules of vocabulary, grammar, spelling and punctuation as specified in Webster's New Collegiate Dictionary.
3. Business math for completing non-technical calculations such as addition, subtraction, multiplication and division.
4. Basic techniques of record and file organization.
5. Within the incumbent's probationary period, obtain a working knowledge of the procedures, rules, regulations and statutes governing the State Bar and/or Office to which the incumbent reports.
6. Principles of composing correspondence and preparation of minutes, agendas and special reports.
7. Assemble data and prepare required reports.
8. Computer information and database record keeping systems, including personal applications, spreadsheet programs and work processing.

ESSENTIAL ELEMENTS / ABILITY TO

1. Possess visual capability and digital dexterity to operate a computer and other standard office equipment.
2. Make fine visual distinction upon proofreading written documents and viewing information on a computer screen.
3. Review and analyze complex written documents.
4. Communicate by telephone.
5. Travel by air and automobile.
6. Digital dexterity to assemble, retrieve and replace files.
7. Communicate clearly and effectively in person and in writing.
8. Obtain and present material in oral and/or written form.
9. Endure long periods of sitting.

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MINIMUM QUALIFICATIONS

1. High school diploma or equivalent and
2. Minimum two (2) years post-secondary education and
3. Minimum two (2) years directly relevant secretarial experience or
4. Minimum four (4) years directly relevant secretarial experience including equivalent work experience in a position which requires performance of tasks similar to the major duties and responsibilities of the position and
5. Advanced computer keyboarding skills and
6. Successful completion of the State Bar validated standard tests for the position.

Revised November 2015