

New Mexico State University Personnel Office  
New Mexico Department of Agriculture  
Non-Exempt Classification Specification

**Classification Title:** Administrative Secretary II  
**Class Code:** 2883      **Grade:** 8      **EEO-6 Code:** 4      **Last Update:** 05/02/96

**DESCRIPTION OF WORK**

**General Duties:** Performs a variety of complex secretarial and administrative duties for a director.

**Supervision Received:** Works under immediate supervision of an administrative supervisor.

**Supervision Exercised:** Exercises supervision over classified and student employees as assigned.

**EXAMPLES OF DUTIES**

Arranges details so that administrators may make maximum effective use of their time without unnecessary interruptions; arranges calendar for the administrative officer in reference to seminars, conferences, and travel arrangements; prepares complex and confidential correspondence, memos, and letters for the administrative officer; prepares work schedules for employees; supervises and assists clerical and student staff in completing all tasks in a smooth and efficient manner; composes and signs non-routine correspondence; copies and distributes administrators correspondence, reports, and minutes of various meetings; assists with administrative planning, organizing, and directing of operations; insures security and availability of critical documentation; coordinates documentation for special projects or proposals; may be responsible for complete financial or budgetary records; performs related work as assigned in order to support the efficient operation of a department.

**MINIMUM QUALIFICATIONS**

**Knowledge:** General knowledge of university and office practices and procedures, supervision, and public relations. Considerable knowledge of business English, spelling, grammar and composition. Knowledge of financial and other office recordkeeping. Knowledge of word processing software.

**Skills:** Skill in the use of word processing equipment, software packages, typewriter, calculator, dictating equipment, facsimile machine and standard office equipment; typing skills to enable applicant to type accurately 50 words per minute; excellent editing and proofing skills. Excellent public relations and telephone skills.

**Abilities:** Take sufficient notes at a meeting from which to prepare an accurate record of events; plan and follow through with stated objectives; operate word processing equipment and software; meet deadlines; work with constant interruptions; maintain effective working relations with faculty, students, staff, and public; establish priorities; delegate and supervise; make routine decisions; follow written and verbal instructions; understand and interpret pertinent policies and procedures clearly and accurately; project a positive, concerned image to co-workers and public, faculty and students; perform a variety of secretarial assignments requiring a considerable amount of independent judgment; maintain confidential information.

**Education:** Graduation from an accredited two (2) year secretarial program.

**Experience:** Two (2) years of secretarial/clerical experience.

OR

Any equivalent combination of education and experience which provides the above knowledge, skills and abilities.