

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

Classification Title: Administrative Secretary III
Class Code: 2884 **Grade** 10 **EEO-6 Code:** 4 **Last Update:** 05/02/96

DESCRIPTION OF WORK

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

Supervision Received: Works under broad 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; serves as a liaison between university employees, administration, and community; make decisions or recommendations concerning high level office policies or procedures; prepare extremely complex and confidential correspondence, memos, and letters for the administrative officer; prepares work schedules for employees; supervise and assist clerical and student staff in completing all tasks in a smooth and efficient manner; composes and signs non-routine correspondence, reports, and minutes of various meetings; transmits important decisions and directives of administrators to operating personnel; prioritizes requests for directors; insures security and availability of critical documentation; facilitates the overall efficient operation of administrative area; evaluates situations and refers to appropriate area; researches information for creation of special reports; teaches, trains, and incorporates new methods to improve efficiency; maintains data base; verifies information regarding requirements, guidelines, policies, and procedures; assists in the establishment of office procedures; coordinates the analysis and evaluation of special computer functions or programs; 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; extensive 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: 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 independent decisions; follow written and verbal instructions; organize special projects; understand and interpret pertinent policies and procedures clearly and accurately; project a positive, concerned image to co-workers and public, faculty, and students; ability to adapt to changing office situations; perform a variety of secretarial assignments requiring a significant amount independent judgment; maintain a high level of confidentiality.

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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.