

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

**Classification Title:** Executive Secretary  
**Class Code:** 2814      **Grade:** 12      **EEO-6 Code:** 4      **Last Update:** 02/13/95

**DESCRIPTION OF WORK**

**General Duties:** Performs a variety of extremely complex secretarial 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**

Acts as confidential secretary; advises Director of new developments, deadlines or concerns; arranges calendar for executives; arranges details so that executives may make maximum effective use of their time; makes decisions on matters that require independent judgment; transmits important decisions and directives of executives to operating personnel; prioritizes concurrent requests for the Director; prepares special studies as required; assists with administrative planning and organizing of program objectives; composes and signs non-routine correspondence; arranges and coordinates details for meetings; assembles material for regents meetings; may supervise and delegate work to classified and student employees; types complex and confidential material; takes and transcribes dictation; may open and distribute incoming mail; answers phone and screens callers; maintains leave records; may be responsible for complete financial or budgetary records; records and distributes minutes; may operate computer terminal to enter, delete, or change data; operates word processing equipment and software; serve as liaison between university employees, administration, community, legislature, commissions, committees, and state agencies; maintains confidential records and communicates daily with public, private and university officials at the highest levels; performs related work as assigned in order to support the efficient operation of a department.

**MINIMUM QUALIFICATIONS**

**Knowledge:** Extensive knowledge of office and university practices and procedures, supervision and public relations; thorough knowledge of business English, spelling, grammar, and composition; extensive knowledge of financial and other recordkeeping; knowledge of work processing systems and software.

**Skills:** Skills in the use of a typewriter, word processor, calculator, adding machine, and dictating equipment; typing skills to enable applicant to type accurately 60 words per minute; excellent telephone communication, public relations, and supervisory skills; excellent proofing skills and editing skills.

**Abilities:** Plan and follow through with stated objectives; establish priorities; delegate, supervise, and work effectively with all levels of employees from clerical to professional; make decisions independently, according to laws, regulations, and university policies; operate word processing equipment and software; meet deadlines; work with constant interruptions; 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; ability to adapt to changing office situations; perform a great variety of secretarial assignments requiring a great amount of independent judgment.

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

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

**Classification Title:** Executive Secretary (Continued)  
**Class Code:** 2814      **Grade:** 12      **EEO-6 Code:** 4      **Last Update:** 02/13/95

**Experience:** Six (6) years of secretarial/clerical experience, two (2) of which have been supervisory.

OR

Any equivalent combination of education and experience.