

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

EXECUTIVE SECRETARY

JOB DESCRIPTION

Employees in this job perform secretarial and executive support activities to assist administrators and executives involved in the development, implementation, and executive management of programs and policies for departments and agencies of state government.

There are three classifications in this job.

Position Code Title – Executive Secretary-E

Executive Secretary E10

This is the experienced level. The employee performs a full range of executive secretarial and related duties using considerable independent judgment in making decisions. The employee provides executive support for a State Division Administrator 17, State Office Administrator 17, State Bureau Administrator 18 (deputy bureau director), or equivalent.

Position Code Title – Executive Secretary-1A

Executive Secretary 11

This is the first advanced level. There are two concepts for this level. The employee either provides executive support activities for a State Bureau Administrator 18 (bureau director), or equivalent; or, supervises two or more subordinate administrative support positions and provides executive support activities for a State Division Administrator 17, State Office Administrator 17, State Bureau Administrator 18 (deputy bureau director), or equivalent.

Position Code Title – Executive Secretary-2A

Executive Secretary 12

This is the second advanced level. The employee supervises two or more administrative support positions and performs executive support activities for a State Bureau Administrator 18 (bureau director) or equivalent.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Performs a variety of administrative or executive support tasks that are highly confidential and sensitive.

Coordinates office management activities for the administrator, executive or commission.

Researches, compiles, assimilates, and prepares confidential and sensitive documents, and briefs the administrator or executive regarding content.

Reads and screens incoming correspondence and reports; makes preliminary assessment of the importance of materials and organizes documents; handles some matters personally and forwards appropriate materials to the administrator or executive and staff.

Receives and screens incoming calls and visitors, determines which are priority matters, and alerts the administrator or executive accordingly. Makes referrals to appropriate staff or provides requested information.

Informs others of the administrator's or executive's position on issues.

Composes letters and memoranda in response to inquiries.

Acts as liaison between the administrator or executive, subordinates or others, by transmitting directives, instructions and assignments and following up on the status of assignments.

Produces a variety of documents, charts, and graphs in final form.

Updates administrator or executive on status of issues before scheduled meetings.

Prepares agenda and collects materials for meetings, speeches, and conferences; takes minutes and keeps records of proceedings.

Plans and coordinates arrangements for professional conferences.

Reviews, proofreads, and edits documents prepared for the administrator's or executive's signature.

Takes and transcribes dictation on technical and confidential matters from the administrator or executive.

Coordinates and facilitates the administrator's or executive's calendar to arrange appointments, meetings, and conferences.

Recommends actions to be taken on office expenditures such as equipment and supply needs.

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Assists with preparation of the office budget.

Assists with the establishments, revisions and maintenance of office procedures and policies.

Compiles and maintains records, statistical information, and reports.

Participates in and /or coordinates committees or task forces.

Establishes and maintains various filing and records management systems.

Makes travel arrangements; prepares itineraries; prepares, compiles and maintains travel vouchers and records.

Operates standard office equipment.

Performs related work as assigned.

Additional Job Duties

Executive Secretary 11 and 12 (Supervisory)

Evaluates and verifies employee performance through the review of completed work assignments and/or reviewing work techniques.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level, thorough knowledge is required at the advanced level, and extensive knowledge is required at the second advanced level.

Knowledge of the application of instructions and guidelines to specific problems.

Knowledge of the department's and work area's mission and its appropriate application.

Knowledge of departmental policies, procedures, and organizational relationships.

Knowledge of the organization and composition of letters, minutes, reports, charts and spreadsheets.

Knowledge of correct English usage and grammar.

Knowledge of office practices, processes, and computer software programs.

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Knowledge of the organization and maintenance of filing systems.

Knowledge of scheduling and coordinating travel arrangements

Ability to make decisions where precedents may not be established.

Ability to apply the overall mission of a department to make administrative or executive support decisions.

Ability to review several diverse reference sources, select and synthesize data for reports and other forms of correspondence.

Ability to use diplomacy and discretion, when giving out information and referring and directing callers and visitors.

Ability to create presentations, charts, graphs, databases, and spreadsheets.

Ability to perform mathematical calculations.

Ability to follow, apply, interpret, and explain instructions and/or guidelines.

Ability to determine work priorities.

Ability to make decisions and take appropriate actions.

Ability to meet schedules and deadlines of the work area.

Ability to communicate effectively.

Ability to compose routine correspondence and reports.

Ability to type.

Ability to operate standard office equipment.

Additional Knowledge, Skills, and Abilities

Executive Secretary 11 and 12 (Supervisory)

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of human resource practices.

Knowledge of equal employment opportunity.

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Knowledge of labor relations.

Ability to select, instruct, direct, and evaluate employees.

Working Conditions

None.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Executive Secretary E10

Five years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including two years equivalent to advanced (8) level administrative support work, Secretary E8, or Legal Secretary E8; or, one year equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9.

Executive Secretary 11

Six years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including three years equivalent to advanced (8) level administrative support work, Secretary E8, or Legal Secretary E8; two years equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9; or, one year equivalent to a Division Head Legal Secretary 10 or Executive Secretary E10.

Executive Secretary 12

Seven years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including four years equivalent to advanced (8) level administrative support work, Secretary E8, or Legal Secretary E8; three years equivalent to a Secretary 9 or Senior Executive Management Assistant 9; two years equivalent to an Executive Secretary E10; or, one year equivalent to an Executive Secretary 11 or Senior Executive Management Assistant 11.

Special Requirements, Licenses, and Certifications

Certain positions may require a criminal history background check.

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NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

EXCSECRTY

Job Code Description

Executive Secretary

Position Title

Executive Secretary-E
Executive Secretary-E
Executive Secretary-1A
Executive Secretary-2A

Position Code

EXCSECE
EXCSECE
EXECSC1A
EXECSC2A

Pay Schedule

NERE-012
W41-013
NERE-013
NERE-014

ECP Group 1
Revised 10/28/08
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