

EXECUTIVE SECRETARY (LAW AND JUSTICE)

DEFINITION

Under direction, provides varied, complex and often confidential secretarial and office administrative assistance to the El Dorado County Sheriff or District Attorney and associated supervisory and professional staff; instructs, directs and reviews the work of an office support staff; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other County secretarial and office administrative classes in that the nature, diversity, and scope of responsibilities in the Sheriff's or District Attorney's office require the frequent use of tact, discretion, initiative, and independent judgment. Responsibilities may include regular contact with governmental officials, the County Board of Supervisors representatives of other law enforcement agencies, business or community organizations, the public, and all levels of County personnel to exchange information and explain administrative policies and procedures.

EXAMPLES OF DUTIES (Illustrative Only)

- Receives and screens visitors and telephone calls, providing information and resolving complaints which regularly require the use of judgment and the interpretation and application of policies and procedures.
- Researches, compiles and summarizes a variety of informational or statistical materials; compiles and reviews budget figures.
- Prepares search and rescue billings; issues press passes, temporary liquor licenses and similar documents. (Sheriff's Office Only.)
- Types drafts and a wide variety of finished documents from stenographic notes, brief instructions, or printed materials; may use word processing equipment and input or retrieve data and prepare reports from an on-line or personal computer system; may compile and process confidential materials.
- Initiates correspondence independently for signature by appropriate management staff; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.
- Organizes and maintains various administrative, reference, and follow-up files; purges files as requested; maintains confidential personnel files.
- Organizes meetings by notifying participants, making room arrangements, preparing agendas and required informational materials; may attend such meetings and prepare minutes.
- Relieves Sheriff or District Attorney and associated staff of certain administrative matters by following up on projects, transmitting information, and keeping informed of pertinent activities.
- Makes appointments and maintains a calendar, schedules and arranges for meetings and makes travel arrangements; sorts mail and obtains related backup materials.
- Organizes own work, sets priorities and meets critical deadlines; ensures that such deadlines are met by other staff.
- May direct, review and evaluate the work of support staff; may train staff in work procedures.

QUALIFICATIONS

Knowledge of:

- Basic law enforcement terminology and concepts.
- Office administrative and secretarial practices and procedures, such as business letter writing and the operation of common office equipment, including a word processor and personal or on-line computer.
- Basic organization and function of public agencies.
- Recordkeeping, report preparation, filing methods and records management techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Standard business arithmetic, including percentages and decimals.
- Basic supervisory principles and practices.
- Basic budgeting principles and practices.

Skill in:

- Providing varied, responsible, and often confidential secretarial and office administrative assistance to the Sheriff or District Attorney and associated staff.
- Interpreting, applying and explaining complex policies and procedures.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Directing the work of others on a project or day to day basis.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational materials.
- Composing correspondence independently or from brief instructions.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Typing at a rate of 55 net words per minute from printed copy.

NOTE: May require the skill to take dictation at a rate of 80 words per minute by hand or stenographic machine and transcribing it accurately.

Other Requirements:

Must possess a valid driver's license. Must be able to pass a detailed background investigation.

Education and Experience:

Two years of secretarial experience which has included providing office and administrative support to management staff at a level equivalent to the County's classes of Administrative Secretary or Secretary I.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.