

ADMINISTRATIVE SECRETARY SERIES

Category Definition

This category includes positions where there is provision for typing, stenographical, secretarial and general clerical duties and where there may be a requirement to pass tests as required by the Civil Service Commission. The use of a typewriter, shorthand, dictaphone and/or standard office equipment may be required at any class level of this series.

Exclusions

Excluded from this group are positions where only an incidental use of typing is required, and where the Civil Service standard is not essential. These positions should be tested for inclusion in the clerical series.

Also excluded are positions where typing is the major function where a majority of the working day is spent typing. Such positions should be considered for inclusion in the Clerk-Typist series.

ADMINISTRATIVE SECRETARY 1 AND 2

Class Definition

Employees in this class provide secretarial and typing services to one or more senior staff. An incumbent may perform a variety of secretarial and clerical duties which are limited in complexity. Some tasks may include the use of shorthand or dictaphone, typing memos, reports, submissions, etc.; filing, acting as receptionist, arranging meetings and travel accommodations. May compose routine correspondence. Some positions may also include clerical functions such as making routine calculations, maintenance of routine records, etc. Incumbents at this level may also have responsibility for public contact work by referring enquiries or giving answers to commonly asked questions. Once trained, an incumbent is expected to carry out assignments with limited direction, and may be required to train or assign work to new employees.

Performs other duties as assigned.

The 1 level is a recruiting and training level or a level assigned to an incumbent who is not carrying out the full scope of the position. Incumbents with high school education and no experience will be hired at the 1 level.

Education and Experience

High school education with the ability to pass tests in typing and/or shorthand as may be required by the Civil Service Commission.

ADMINISTRATIVE SECRETARY 3

Class Definition

Employees in this class provide secretarial and typing services in combination with moderately complex clerical tasks to one or more senior staff. Some tasks typical to the secretarial assignments are typing memos, reports, submissions, etc., where the incumbent assumes complete responsibility for format, layout and modifying grammar; composes non-routine correspondence on own initiative. As receptionist, an incumbent will interview visitors or callers, determine the nature of the problems involved, referring persons to proper authorities; dispose of routine matters and provide information to the public on non-routine inquiries which require a good knowledge of department policies and regulations. Some tasks typical in the clerical assignments are maintaining a variety of records for the unit, compiling reports and statements which involve discretion or selection of data, controlling and maintaining expenditure records for the unit, etc.

Some positions in this class function as unit supervisors or unit leaders where the employee is responsible for the production and control of work for the unit by assigning and checking work, giving guidance on procedures and work methods, and handling problems referred by subordinates.

Incumbents are expected to exercise initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. Technical problems and matters involving department policy are referred to superiors for decision. Work is reviewed by spot checking rather than by detailed scrutiny. Performs other duties as assigned.

Education and Experience

High school education with considerable experience and the ability to pass tests in typing and/or shorthand as may be required by the Civil Service Commission.

ADMINISTRATIVE SECRETARY 4

Class Definition

This class covers positions where an incumbent supervises a typing pool of six or more typists or a clerical unit where typing predominates, or the incumbent is the office administrator in addition to carrying out typical secretarial duties for senior executive staff.

Some tasks typical to a typing pool supervisor are determining work priorities, assigning work, maintaining even work flow, checking accuracy, training, disciplining and recommending action on employees' performance. The incumbent will also maintain records and recommend changes on any related procedures, changes to forms, etc. The incumbent will participate in the work of the unit in times of peak work loads or staff shortage or will deal with the more complex typing assignments.

The office administrator/secretarial positions may perform typical secretarial tasks, but in addition, function as the office administrator being responsible for management of the office and carrying out all administrative/clerical functions such as authorizing all office supplies and expenditures, organization and maintenance of all files and records; acknowledging and replying to correspondence independently on a regular basis; carrying out minor research and compiling same for senior executive staff; supervising subordinate staff. Incumbents at this level normally spend more time on administrative and clerical duties than on secretarial duties. Employees work with minimal supervision and are expected to have a thorough knowledge of departmental policies, procedures and regulations in addition to some knowledge of government administration.

Education and Experience

High school education with considerable related experience and the ability to pass tests in typing and/or shorthand as may be required by the Civil Service Commission.

ADMINISTRATIVE SECRETARY TO DEPUTY MINISTER

Class Definition

Employees in this class function as an administrative support person to the Deputy Minister or officer of equivalent rank. This requires thorough knowledge of departmental policies, procedures and legislation and some knowledge of government administration. An incumbent works with considerable initiative and independence in carrying out a variety of responsibilities which includes highly confidential secretarial, clerical and administrative functions. As an administrative assistant, the incumbent will relieve the senior executive of public contacts, complaints and many administrative details, making administrative decisions on problems referred by subordinates, and independently composes replies to important correspondence on a regular basis. The incumbent will perform clerical and administrative duties associated with office management and may be required to supervise subordinate staff.

Education and Experience

High school education with several years' responsible office experience.