



## SENIOR SECRETARY

**JC:** AJ135 / AB135  
**PG:** 061  
**FLSA:** Non-Exempt

**BU:** 02,15 (SEIU, ATU)  
**Created:** October 1987

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under direction, provides varied secretarial and office administrative assistance to a division manager and associated supervisory and professional staff; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This class is distinguished from other District secretarial classes in that the nature, diversity, and scope of responsibilities originating from this management level require the use of discretion, initiative and independent judgment. Responsibilities include regular contact with a variety of District staff and representatives of the public.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Receives and screens visitors and telephone calls, providing information which may require the use of judgment and interpretation of policies and procedures; takes messages or refers the caller to the proper person.
2. Researches and compiles a variety of informational materials; opens and sorts mail and attaches pertinent back-up materials.
3. Types drafts and a wide variety of finished documents from stenographic notes, brief instructions or prior materials; uses word processing equipment and inputs and retrieves data from an on-line or personal computer system.
4. Initiates specified correspondence independently for signature by appropriate managerial or professional staff.
5. May perform heavy statistical typing and prepare spreadsheets, schedules, and financial statements; reviews finished materials for completeness, arithmetic accuracy, format, compliance with policies and procedures and appropriate English usage.
6. Organizes and maintains various administrative, reference and follow-up files; relieves manager and supervisors of certain administrative matters by following-up on projects, transmitting information, keeping informed of pertinent activities, making appointments and maintaining a

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calendar, scheduling and arranging for meetings and making travel arrangements.

7. Organizes own work, sets priorities and meets critical deadlines.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Standard office administrative and secretarial practices and procedures, including business letter writing and the operation of common office equipment
- Record keeping, report preparation and filing methods
- Correct English usage, including spelling, grammar, punctuation and vocabulary
- Basic business arithmetic
- The use of word processing and personal computer equipment

#### **Skill in:**

- Providing varied and responsible secretarial and office administrative assistance to division level management and associated supervisor and professional staff
- Using initiative and independent judgment within established guidelines
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Analyzing and resolving office administrative situations and problems
- Researching and compiling a variety of informational materials
- Composing correspondence independently or from brief instructions
- Maintaining accurate records and files
- Typing at a rate of 50 net words per minute from printed copy
- Organizing work, setting priorities, meeting critical deadlines and following-up assignments with a minimum of direction

**NOTE:** Specific positions may require skill in taking dictation by hand or stenographic machine at a rate of 90 words per minute and transcribing it accurately and/or the operation of a calculator or an adding machine by touch.

#### **Other Requirements:**

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from high school and three years of responsible secretarial or office administrative experience. Business or secretarial school training and experience in dealing with governmental and business officials are desirable.

**BART EEO-1 Job Group:** 6000 – Clerical  
**Census Code:** 5700 – Secretaries/Administrative Assistants  
**Safety Sensitive:** No