

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

SECRETARY

JOB DESCRIPTION

Employees in this job coordinate office activities and perform secretarial assignments for professional or management staff in support of the on-going operations of the office. Secretarial assignments include such duties as office coordination, scheduling meetings, preparing and maintaining office records, reports, and correspondence pertaining to the professional(s)'s and/or management staff's area of responsibility.

There are three classifications in this job.

Position Code Title - Secretary-E

Secretary 7

This is the intermediate level. The employee performs a range of secretarial assignments in a developing capacity.

Secretary E8

This is the experienced level. The employee performs a full range of secretarial assignments and uses judgment in making decisions where alternatives are determined by established policies and procedures.

Position Code Title - Secretary-A

Secretary 9

This is the advanced level. The employee performs advanced secretarial assignments, functioning as a management assistant. At this level, the employee has increased responsibility in such areas as interpreting policies and procedures, interpreting the supervisor's point of view, serving as liaison to staff and higher level management, researching and preparing materials for managerial decisions, and participating in other management assistant activities as identified in the Additional Job Duties.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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.

Composes and types routine letters, memoranda, reports, minutes of meetings, scientific or technical material, numerical data, charts and forms.

Receives and screens visitors and telephone calls, takes messages, schedules appointments for professional(s) and/or management staff and provides information to callers requiring knowledge of agency's operations, supervisor's point of view, and the interpretation and application of policies and procedures.

Schedules and arranges meetings and conferences for professional(s) and/or management staff and notifies interested parties; makes travel reservations as needed.

Proofreads and corrects prepared materials for correct grammar, format, completeness, and content.

Michigan Civil Service Commission Job Specification

Marco Casella



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