

## SECRETARY TO THE DIRECTOR OF REAL ESTATE

DISTINGUISHING FEATURES OF THE CLASS: Under direction of the Director of Real Estate, this position is responsible for executive secretarial work for the Director, receiving and handling inquiries, complaints, and requests related to departmental activities. Supervision may be exercised over a few clerical employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Takes and transcribes important and confidential dictation;

Collects data for reports, statistics, financial records, etc., and information for the Director;

Compiles reports for the Director;

Makes appointments for the Director;

Makes flight and hotel reservations for the Director;

Opens mail addressed to the Director;

Answers routine mail independently and routes other mail with background material as necessary;

Processes personnel and payroll records and forms;

Sets up and maintains files;

Receives and handles inquiries, complaints, and requests concerning departmental activities;

Receives and screens telephone calls and visitors to the Director;

Requisitions office supplies;

Prepares expense claims for Director;

Prepares vacation schedule for office;

Performs special and confidential assignments as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of responsibilities of an executive secretary; good knowledge of secretarial skills, including business English, stenography, business arithmetic; ability to compose and edit letters and memoranda; ability to type at a speed of not less than 35 words per minute; ability to comprehend the varied activities of a large department sufficiently to handle the mass of items passing through the Director's office; initiative; tact; poise; neat personal appearance; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma seven years of clerical and stenographic experience.

West. Co.  
J.C.: Non-Competitive†  
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1

Job Class Code: C0906  
Job Group: VII