

**SECRETARY-CONFIDENTIAL
TITLE DEFINITION**

I. DEFINITION

SECRETARY-CONFIDENTIAL

This is office work related to the provision of personal secretarial services to professionals, supervisors, managers, or administrators. Positions allocated to this title perform a variety of secretarial duties, including, but not limited to: screen visitors, telephone calls, and mail; take and transcribe dictation; make arrangements for meetings or travel; type letters, reports, graphs, and charts; draft general correspondence; take minutes at meetings; maintain fiscal records and verify orders and invoices against purchase requests; file; develop and maintain filing systems; order supplies and equipment; and operate a variety of office equipment. Work is performed under general supervision.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III RELATED TITLES

Executive Staff Secretary, Executive Staff Assistant, Program Assistant Confidential, Program Assistant Advanced Confidential