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Class Specification for the Class:

PRIVATE SECRETARY I

Duties Summary:

Serves as personal and confidential assistant to an appointed official who reports to the director (or chief executive officer) of a major State department and is responsible for a major organizational or functional area, defined by law, for that department; and performs other related duties as assigned.

Distinguishing Characteristics:

A position in this class services a high-level appointed State official such as a complex area superintendent or assistant superintendent of education, who reports to the department head (or chief executive officer) of a major State department. The "high-level appointed official" is defined, in this class specification, as a position which is not covered by Chapter 77 and whose designation or title is given to incumbent by law and who exercises functions, which are continuing in nature and not intermittent and which are assigned by law. Such a position is responsible for a major organizational or functional area defined by law for a major department. This includes responsibility for managing a principal segment of the department consisting of several subordinate echelons with multi-faceted programs and/or functions and a large and varied work force. The administrative and management functions of the appointed official are also extremely complex by virtue of the official's significant policy making and leadership role in the department and in acting on behalf of the executive officer.

A position in this class actively participates in the management of the appointed official's office by generally assuming full responsibility for the administrative and clerical details of the office. In such capacity, the incumbent will invariably have access to and knowledge of confidential information relative to policy matters, employee-employer relations, program plans, etc. Considerable tact and judgment are required in dealing with such matters and in handling callers, visitors, other employees, officials, members of the legislature, the press and members of the general public.

The incumbent of a position in this class is normally not subject to civil service provisions on recruitment and tenure even though the position is covered by the civil service position classification plan.

Examples of Duties:

Receives telephone calls and personal callers and determines the identity and nature of the call; determines which calls and callers must be directed to the official served, can be referred elsewhere or handled personally; tactfully holds calls and personal callers to brief the official served on the background and obtain required information; makes all arrangements for conferences including informing participants of topics to be discussed and providing background information, attending and taking notes, preparing summary accounts with emphasis on commitments made and developments of concern to the official served and his/her other staff, and duplicating and distributing handout material and summaries of the meeting; receives incoming mail, maintains control records on incoming correspondence and action documents, and follows up on work in process to insure timely reply or action; reads outgoing correspondence for procedural and grammatical accuracy, conformance with general policy, factual correctness and adequacy of treatment, and calls any deviations or inadequacies to the attention of the writer or more rarely to the official served; keeps the calendar of the official served and schedules appointments and conferences without prior clearance, seeing that the official served is fully briefed on the matters to be considered before the scheduled meetings; drafts letters of acknowledgement, commendation, notification, etc., on own initiative; interviews and makes selection of stenographic and other clerical employees in the immediate office, makes assignments, schedules relief and lunch hour coverage, arranges overtime work as necessary, etc.; insures that official, social obligations are met such as arranging luncheons, issuing invitations or notices, arranging seating, assuring invitation and presence of guest speakers, etc.; obtains specialized information for the official served from technical sources outside the agency or from diverse or numerous documents and organizes the material so as to facilitate focus on most important parts; observes need for administrative or procedural notices and instructions, prepares drafts of necessary issuances, and distributes and explains notices and instructions to appropriate staff; devises and installs office procedures; may operate a typewriter, word processor or personal computer to type correspondence, reports and other materials; may take and transcribe dictation by shorthand, speedwriting or stenotype of correspondence, reports and other materials.

Knowledge and Abilities Required:

Knowledge of: Secretarial principles and practices; general administrative principles and processes applicable to large organizations; report writing; office practices and procedures; the operation and operational maintenance of various office appliances and equipment.

Ability to: Plan, organize and carry out a broad range of secretarial functions; organize, assign, direct and review the work of others; develop a working knowledge of

the organization and the programs which are the responsibility of the high-level official; understand and interpret the views and policies of the official served, including any special interests and official social obligations; work effectively under frequent interruptions, changing requirements and handle office emergencies; write varied and complex business letters, summaries and reports requiring judgment as to appropriate format and conforming to all the rules of grammar and style; speak simply and directly to individuals and groups in conveying information about various technical and administrative aspects of programs; direct the maintenance of confidential files and records including those relating to employee-employer relations; deal tactfully with others within and outside the organization in carrying out the instructions and policies of the supervisor; for some positions, type accurately at an acceptable rate of speed or type, take and transcribe dictation at acceptable rates of speed; for some positions, operate an automobile.

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class PRIVATE SECRETARY I by the Department of Education Civil Service system.

DATE APPROVED: SEP 13 2006

EFFECTIVE DATE: JUL - 1 2005

  
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for Gerald Okamoto  
Assistant Superintendent  
Office of Human Resources