

JOB DESCRIPTION

Job Title: *Leadership Support Services Secretary (9832)*

Job Summary:

Under the general supervision of the lead department Administrator, the Leadership Support Services Secretary will perform a variety of specialized and complex clerical/stenographic work; will relieve the supervisor of administrative and office details which often requires working with staff regarding sensitive issues; and will perform related work as required.

Essential Functions:

Interviews and greets callers and visitors for the purpose of providing information and/or to refer to appropriate divisions on routine matters.

Maintains records/files to ensure easy reference and accessibility.

Types and/or takes and transcribes dictation for the purpose of disseminating information to staff, agencies, etc.

Makes arrangements for meetings, conferences, workshops and business trips for the purpose of coordinating the schedule.

Operates a von

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