



HHS ADMINISTRATIVE ASSISTANT
(MSS CLASS TITLE: SECRETARY III)

DEFINITION: Under limited supervision, the HHS Administrative Assistant provides general secretarial and administrative support for the HHS Director, relieving the Director of routine office, technical, and administrative detail; performs complex and highly responsible office support work requiring independence, initiative, and discretion; interprets policy and administrative regulations; may supervise the work of clerical support staff; and performs related work as required. The HHS Administrative Assistant performs a variety of administrative tasks with a minimum of supervision, in addition to office support duties. Positions in this class normally exist only in those departments where the Director has delegated a substantial amount of administrative detail and non-routine work. To see full Merit Systems Services Class Specification click on link here: [MSS Class Specification: Secretary III](#)

ESSENTIAL JOB DUTIES: Duties may include, but are not limited to, the following: Screens incoming correspondence routed to the Director, refers for reply to appropriate staff member, and follows up to ensure that deadlines are met; arranges correspondence for Director's personal reply in order of priority, with appropriate background material attached for reference; composes correspondence independently or in accordance with general instructions, requiring a thorough knowledge of the procedures and policies of the office; reviews outgoing correspondence prepared by other staff members for Director's signature, checking consistency with administrative policy as well as for format, grammatical construction, and clerical error; gathers and summarizes data; attends meetings and conferences, takes notes and/or summarizes notes into minutes and distributes to appropriate staff; takes and transcribes difficult and confidential dictation; screens a variety of visitors and telephone calls, refers to other staff members or personally gives out authoritative information on established departmental programs and policies; arranges meetings for Director, prepares agendas, and makes adjustments as necessary in scheduled meeting times; relieves the Director of routine office details; maintains confidential and administrative files; may supervise the work of clerical support staff; performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EITHER One (1) year of full-time experience as a Secretary II (Merit Systems Title); OR Two (2) years of full-time experience as a Secretary I (Merit Systems Title); OR Four (4) years of full-time experience performing significant and progressively

responsible office clerical duties that has included providing direct support to management level staff.

Knowledge of: Clerical and administrative office practices and procedures; English grammar, vocabulary, spelling, punctuation, and composition; methods and techniques used in researching, proofing, evaluating, gathering, organizing and arranging data; common office computer software applications.

Ability to: Understand and apply specific rules, codes, regulations, procedures, policies, and precedents; interpret, apply and explain administrative and department policies, regulations, and procedures; follow written and oral instruction; identify and correct technical inaccuracies; provide verbal and written technical direction to others; work independently in performing assignments and in resolving problems and deviations; use good judgment in recognizing scope of authority; meet the public in situations requiring tact, diplomacy, discretion, and poise; maintain confidentiality; establish and maintain effective working relationships; organize and revise the maintenance of department files; research proof, evaluate, gather, organize, and arrange a diversity of information; keep complex records and prepare reports; type a variety of material to include graphs, charts, statistical reports, and standardized forms; independently research and prepare correspondence in answer to inquiries about department records, programs, services, and regulations; provide supervision, direction, and training to clerical staff.