

ENTERPRISE INFORMATION SERVICES

EXECUTIVE SECRETARY I DUTY STATEMENT

Under the direction of the Director of EIS, the Executive Secretary I works with a wide variety of complex and sensitive departmental issues in providing a high level of confidential and administrative support services. This position performs difficult secretarial services, while ensuring quality customer service and professionalism at all times. The Executive Secretary provides administrative support to the Director, Deputy Directors, and EIS, BIS, SOMS Sections Chiefs. Specific duties include:

- 40% Reviews and analyzes incoming correspondence for relationship to issues of importance. Assigns correspondence to various units for action, establishes due dates and monitors assignments in an automated management information system. Routinely follows-up on pending workload assignments independently. Reviews incoming assignments and projects for adherence to departmentally established standards, format, content and grammar. Reviews draft reports, correspondence and other documents for the Director's and Deputy Directors' signature.
- 30% Manages the Director's and Deputy Directors' calendars using an automated system, makes commitments on behalf of the Director and Deputy Directors and prepares agendas as necessary. Independently or in accordance with general instructions, collects, analyzes, summarizes, assembles, and develops information and materials needed by the Director and Deputy Directors for presentations, briefings and other meetings. Screens telephone calls and determines the effective course of action, i.e., connects with the Director or Deputy Directors, handle, or delegate to another appropriate party. Responds to telephone calls and written correspondence (i.e, from the Governor's Office, Legislature, Executive staff, etc.) on behalf of the Director and Deputy Directors. Applies knowledge of EIS activities to personally provide authoritative information on established programs and policies in the absence of or with the direction of the Director and Deputy Directors.
- 20% Works with Division management to assure timely completion of assignments. Collects and compiles information for the Director and Deputy Directors on various sensitive and confidential issues. Arranges correspondence for the Director and Deputy Directors to respond to general inquiries with appropriate background materials for reference.
- 5% Relieves the Director and Deputy Directors of routine office functions and establishes office procedures and operations consistent with departmental standards and assures maintenance of those procedures. Attends meetings, prepares and distributes minutes. Maintains confidential and other office files, manuals and other reference materials. Makes travel arrangements, prepares itineraries, requests travel advances and prepares travel expense claim forms for the Director and Deputy Directors. Assists time keeper for EIS when necessary. Assists with front door coverage.
- 5% Other duties as required.

Employee's Signature

Date

Supervisor's Signature

Date