

**OFFICE OF TRAFFIC SAFETY  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Executive Secretary I	<b>DISTRICT/DIVISION/OFFICE</b> Office of Traffic Safety	
<b>WORKING TITLE</b> Executive Secretary I	<b>POSITION NUMBER</b> 703-008-1247-001	<b>EFFECTIVE</b> May 2015

**As a valued member of the Office of Traffic Safety, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT:** Under the general direction of the Director/Chief Deputy of Operations and Assistant Director of Administration, the Executive Secretary exercises a high degree of initiative, independence, and originality in performing assigned tasks. The incumbent performs a variety of difficult and independent secretarial and administrative assignments.

The Executive Secretary position requires the ability to communicate effectively and requires interaction with persons outside the general work setting. Incumbent must possess good organizational skills; be tactful and dependable; possess the ability to exercise good judgment, and handle sensitive matters. This position has a mandatory work schedule of 8:00 a.m.-5:00 p.m. Monday through Friday.

**TYPICAL DUTIES: The above responsibilities include but are not limited to:**

- 40% Responsible for calendaring meetings and appointments, prepares agendas, gathers and assembles necessary materials for meetings, and prepares letters, memos and reports for the Director/Chief Deputy of Operations and the Assistant Director of Administration. Reads incoming correspondence and routes to appropriate staff, arranges correspondences for Director and Senior Management's personal reply in order of priority, gathers pertinent background information, and monitors due dates and deadlines. Attends Senior Management meetings in order to record minutes of key discussion points and/or assignments using various forms of note taking (e.g. tape recording, laptop, written notes) as directed by management.
- 25% Coordinates, assigns the work for the support staff (two employees) and reviews outgoing correspondence prepared by staff for typographical and grammatical errors, and for consistency with administrative policy and format. Trains new support staff and keeps them informed on changes to administrative policies and procedures.
- 10% Assists with processing grant agreements, proposals, and reports. Assists with letter merges, and updating project folders and labels.
- 10% Responsible for typing the more difficult reports and correspondence such as the Strategic Business Plan, Administrative and Audits Manuals, Operations Manual, Grants Manual, Support Manual, and creates forms/merge letters/mailing labels.

- 5% Coordinates all travel activities for the Director/Chief Deputy of Operations and airline and rental car reservations for all other OTS staff. Maintains and updates travel policies in accordance with state travel policies, attends annual training for travel coordinators, and completes out-of-state travel requests. Responsible for the submission of the Director's monthly TEC.
- 5% The incumbent will assist with providing OTS phone coverage and answer calls from internal/external parties to elicit information, transfer call to appropriate staff, or resolve issue directly.
- 5% Various other duties as assigned.

***SUPERVISION EXERCISED OVER OTHERS***

None

***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

The following knowledge and abilities are essential for this position: knowledge of modern office methods, supplies and equipment; business English and correspondence; principles of effective training. Critical skills and abilities include the following: ability to type at a speed of not less than 45 words per minute for ordinary manuscript or printed or typewritten material; ability to spell correctly; use proper English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action, read and write English at a level required for successful job performance and maintain a good driving record. Incumbent must be familiar with Microsoft Office Suite.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

Must be able to organize and prioritize large volumes of varied documents.

Employees must be able to concentrate in order to review and create documents and meet strict deadlines at times.

***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

Incumbent must be accurate and use good judgment when scheduling travel for the director and other staff. Errors may result in the delay of travel to critical events.

***PUBLIC AND INTERNAL CONTACTS***

The incumbent interacts with all levels of staff and management as well as the general public.

***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Develop and maintain cooperative relationships; ability to focus for long periods of time. The position will require the incumbent to occasionally bend, stoop and kneel.

***WORK ENVIRONMENT***

While at their base of operation, incumbent will work in a climate-controlled office, under artificial lighting. There could be distractions such as noise, others' phone calls, and employee discussions. The workload is subject to frequent, substantial, and unexpected changes within a few months.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee signature                      Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Supervisor Name (please print)

\_\_\_\_\_  
Supervisor signature                      Date