

COMMONWEALTH PORTS AUTHORITY
Position Description

SIA - EXECUTIVE/BOARD SECRETARY I

Code 106

Nature of Work

Responsible for secretarial work directly involving major programs and activities of the Board of Directors, Executive Director and Deputy Director.

The employee in this class is responsible for performing various secretarial work involving programs and activities of the Board, Executive Director and Deputy Director. Work is reviewed through conferences with the Office Manager and/or Executive/Board Secretary II, and submission of reports.

Examples of Duties (Illustrative)

1. Reviews correspondence, memoranda, reports and other documents to determine the proper disposition.
2. Records incoming or outgoing important documents and / or instruments in log sheets or similar record as required by management, i.e. checks, bids, payments, certified letters, reports, packages by courier.
3. Drafts written communications.
4. Takes dictation and transcribes with speed and accuracy.
5. Accepts and adjusts appointments for the Executive Director or Deputy Director and reports to him or her the nature of appointments, name and title of person (s), firm or agency and other pertinent information.
6. Prepares agenda or documents for meetings.
7. Records and transcribes meetings as assigned.
8. Identifies items or matters requiring priority handling and brings to the attention of the Executive Director or his designee accordingly.
9. Compiles, organizes and files records and documents systematically.
10. Implements approved filing system.
11. Follows performance standards and devises written procedures for both routine and non-routine work.
12. Maintains a high degree of confidentiality on records or information as specifically instructed by the Executive Director or his designee.
13. Responds to crisis or urgent situations, i.e. urgent research of a specific record, filing, compilation of data, preparation of references or material for meetings, documents to be reproduced or delivered to other agencies immediately.
14. Implements approved office procedures and policies.
15. Follows safety requirements.
16. Complies with CPA regulations and procedures.
17. Applies techniques and procedures necessary for favorable results.
18. Performs other related duties as assigned.

Code 106 (continuation)

Minimum Requirements of Work

1. General knowledge of Government and CPA operations.
2. Knowledge of CPA procedures and regulations.
3. Knowledge of general procedures, practice and techniques of secretarial work.
4. Ability to typewrite (70 wpm), use calculators and word processor applications with proficiency.
5. Ability to use shorthand in dictation's at a minimum of 90 wpm.
6. Ability to use and communicate effectively in the English language orally and in writing.
7. Ability to perform under pressure and additional tasks or procedures as needed.
8. Ability to maintain high degree of confidentiality on records or information as instructed by the supervisor.
9. Ability to establish and maintain a cooperative relationship with supervisors, employees and other personnel.

Minimum Qualifications

Any combination equivalent to graduation from high school (or G.E.D.) and AA degree in secretarial science or related field with no less than five (5) years of progressive responsible experience in secretarial work of which two (2) years pertain to supervisory experience.

No record of felony or criminal conviction.

Pay Range

Pay Level : 17

Minimum : \$1,268.34 bi-weekly or \$15.85 per hour (pay level 17/1).

Maximum : \$2,169.29 bi-weekly or \$27.12 per hour (pay level 17/12).

Adopted by CPA Board on October 25, 1995.

Revised and adopted by CPA Board on February 19, 1999.

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