

Rev. 09/02

**STATE OF LOUISIANA**  
**DEPARTMENT OF STATE CIVIL SERVICE**  
 Post Office Box 94111 • Baton Rouge, Louisiana 70804-9111  
 www.civilservice.louisiana.gov

## 160 AGENCY REVIEW MEMORANDUM

**Date:**

<b>To:</b>	HR Directors (statewide)	<b>CONTACT CONSULTANT:</b>	Elaine Dean
<b>CC:</b>		<b>PHONE #:</b>	225-342-8269
<b>JOB STUDY TITLE:</b>	Administrative Assistant 6	<b>EMAIL:</b>	elaine.dean@la.gov
<b>160 RETURN DEADLINE:</b>	May 16, 2007		

### INTRODUCTION

The Department of Civil Service has completed its analysis of the job study listed above. Based on this analysis, we are recommending changes to the affected job series as outlined in this memo. This represents your agency's opportunity to review our recommendations and indicate its concurrence with the results, or to request additional changes.

### OVERVIEW OF RECOMMENDATIONS

Below are a series of three (3) charts that summarize the changes that are being recommended for this job series. Please review each of the charts and the attached job specifications closely. These changes may have been initiated by your agency, or may have been initiated by Civil Service, so please review the marked areas closely to ensure agency agreement. If the agency disagrees, mark the attached job specification for that job title and note the disagreement in **RED INK**.

*Chart 1 – Job Title and Pay Changes*

AGENCY				CIVIL SERVICE			
Job Code	Requested Job Title	Current Pay Lvl	Req't Pay Lvl	Recom'd Job Code	Recommended Job Title	Recom'd Pay Lvl	SF3 Required
168000	Administrative Assistant 1	AS-605	AS-605	168000	Administrative Assistant 1	AS-605	No
168010	Administrative Assistant 2	AS-607	AS-607	168010	Administrative Assistant 2	AS-607	No
168020	Administrative Assistant 3	AS-609	AS-609	168020	Administrative Assistant 3	AS-609	No
168030	Administrative Assistant 4	AS-611	AS-611	168030	Administrative Assistant 4	AS-611	No
168080	Administrative Assistant 5	AS-613	AS-613	168080	Administrative Assistant 5	AS-613	No
	Administrative Assistant 6		AS-615	171200	Administrative Assistant 6	AS-614	Yes

**Chart 2 – Job Element Review**

If an “X” is placed in one of the 13 boxes located next to a job title, this indicates a revision has been made to the job itself or to the job specification for that title.

Job Title	Abolish Job	New Job	Revise Job	Reevaluation of Job	Job Title Change	Function of Work	Level of Work	Supervision Received	Supervision Exercised	Location	Distinctions	Examples of Work	Minimum Qualifications
Administrative Assistant 1													
Administrative Assistant 2													X
Administrative Assistant 3											X		X
Administrative Assistant 4						X		X			X		
Administrative Assistant 5						X		X			X		
Administrative Assistant 6		X											

**Chart 3 – Occupational Classifications**

If a job or jobs are listed below, this indicates that a revision has been made to one or more of the job’s occupational classifications.

Job Title		Occupational Group	EEO Category	Career Field
	From			
	To			
	From			
	To			
	From			
	To			

**CURRENT ACTION TO BE TAKEN**

In order to bring the job study process to a close, we respectfully ask that the agency take the following steps:

1. Position Descriptions (SF3’s): Please review Chart 1 above and determine what SF3’s, if any, are required for implementation of this study. If required, please begin drafting position descriptions and obtaining the necessary signatures, as this can often take several weeks.

In general, an agency must submit an SF3 (even if the above statement doesn’t require it) for the following: (a) newly created levels within an existing job series, (b) movements that differ from peer movements, (c) movements from non-supervisory to supervisory/ managerial level. If you have incumbents in job titles that are abolished or have vacant positions, you must move them to an appropriate active job title.

2. Funding Certification: Complete the attached “DOA Budget Office Final Funding Certification Form” (if your agency is considered an appropriated agency) and return with this memo and job specifications. If you are not required to complete this form, your signature on this memo implies that funding is available to implement any pay increases or costs associated with implementation of this job study.

Please remember, though, that only employees that are below the new pay range minimum will receive a salary adjustment. Those adjustments are the only costs that should be incurred as part of job study implementation.

3. Consider the following:

- ☐ Is my agency in general agreement with the job study recommendations (especially the number of job series levels and level of work)?
- ☐ If my agency implements new positions or job corrections for positions/allocations affected by this memo, are there related positions (bosses or subordinates) which will be affected by it also?
- ☐ Do I need to schedule a meeting with the Compensation Consultant assigned this job study to negotiate details?

### **ASSISTANCE**

If you have any questions or need assistance with this process, please feel free to contact the Compensation Consultant listed above.

### **APPROVAL TO PROCEED**

Please sign below thereby authorizing Civil Service to continue with your agency’s job study request. If any additional changes are requested via this 160 Response process, we will make every attempt to resolve these issues with the agency to ensure that the study is still presented for approval at the next available Civil Service Commission Pay Hearing (or the next Interim Approval Memorandum, if the study does not involve pay plan changes). Nonetheless, major changes to such items as pay levels, minimum qualifications, or the inability to certify funding could delay approval of the study.

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*Agency Name*

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*Appointing Authority / HR*

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*Date*

## DOA BUDGET OFFICE FINAL FUNDING CERTIFICATION FORM

11/2003

**Use Continuation Sheet for additional information if necessary**

**Department:** \_\_\_\_\_

**Agencies Affected:** \_\_\_\_\_

**Jobs Affected:** \_\_\_\_\_

Current Fiscal Yr ( - ) Indicate fiscal year **(13 or 26 pay periods depending on July or Dec hearing)**

1. Total currently authorized positions (including Other Charges positions) in agency/department: \_\_\_\_\_
2. Number of budgeted positions affected by this request: \_\_\_\_\_
3. Estimated current year incremental cost (including related benefits) for this proposal by means of financing: \_\_\_\_\_

<b>State General Fund:</b> _____	<b>Federal Funds:</b> _____	
<b>Interagency Transfers:</b> _____	<b>Total:</b> _____	
<b>Self-Generated revenue:</b> _____	<b>Cost for one pay period</b> _____	

**Statutory Dedications (Identify)** \_\_\_\_\_ **to be funded:** \_\_\_\_\_

**NOTE:** The only mandatory job study cost will be movement of employees below the new minimum. Rule 6.8.1 no longer requires a minimum 7% increase in pay for affected employees

4. Are funds available in current fiscal year? (Y/N): \_\_\_\_\_
- If Yes, how are funds available (identify budget categories, additional revenue, etc. and explain)?**

Next Fiscal Yr ( - ) Indicate fiscal year

1. What is estimated annual incremental cost (including related benefits) by means of financing for this proposal?

<b>State General Fund:</b> _____	<b>Federal Funds:</b> _____	
<b>Interagency Transfers:</b> _____	<b>Total:</b> _____	
<b>Self-Generated revenue:</b> _____		
<b>Statutory Dedications (Identify)</b> _____		

2. How will funding be available to continue the funding of this proposal in the next fiscal year?
3. If the answer to #2 is "funding will be requested to be included in the appropriation act"; if such funding is not forthcoming, will you be able to implement this proposal within your budget allocation? If so, how?

**I certify that the information provided above is true and correct to the best of my knowledge.**

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*Undersecretary or Equivalent*

### DOA BUDGET OFFICE USE ONLY

**Approved** \_\_\_\_\_ **Disapproved** \_\_\_\_\_ **DOA State Budget Analyst:** \_\_\_\_\_ **Date:** \_\_\_\_\_

State of Louisiana  
Department of Civil Service

In Progress See Log # 06/015 04/11/07  
168000  
Last Effective Date 01/17/05

#### ADMINISTRATIVE ASSISTANT 1

##### FUNCTION OF WORK:

To provide secretarial support for a professional, supervisor or manager, and in some cases, subordinate staff of that individual.

OR

To provide highly skilled keyboarding support in the transcribing and recording of information.

Employees perform recurring duties independently, however, are given specific instructions for non-routine assignments.

##### LEVEL OF WORK:

Entry.

##### SUPERVISION RECEIVED:

General from a professional, supervisor or manager.

##### SUPERVISION EXERCISED:

None.

##### LOCATION OF WORK:

May be used by all state agencies.

##### JOB DISTINCTIONS:

Differs from Administrative Assistant 2 by the absence of experienced-level duties that begin requiring independent judgment and initiative to perform.

##### EXAMPLES OF WORK:

EXAMPLES LISTED BELOW INCLUDE BRIEF SAMPLES OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. PLEASE NOTE THAT NOT ALL TASKS ARE INCLUDED.

##### SECRETARIAL

Screens telephone calls and visitors according to supervisor's request; may refer calls to appropriate staff.

Prepares, proofreads, and edits correspondence, reports, and other materials.

Maintains files and reference manuals/materials; ensures confidentiality of information, as necessary.

Maintains supervisor's calendar, as instructed, making appointments and arranging meeting rooms, and materials.

Sorts and distributes incoming mail.

May perform administrative functions such as payroll preparation, travel reports, supply requisitions, etc.

#### KEYBOARDING

Sets up and types a wide variety of correspondence, reports, tables, records, case histories, hearings, etc. from rough draft, dictation, dictating machine or instructions.

Types materials that involve knowledge of special terminology.

Attends meetings and transcribes minutes; may serve as hearings reporter by recording verbatim testimony and transcribing into prescribed format.

Proofs typing results for typographical errors, spelling, punctuation and format accuracy.

Establishes and maintains electronic files for identifying, recording and classifying stored data; extracts, assembles and merges stored information to create new documents.

#### PREFERRED QUALIFICATIONS:

No experience or training is required.

#### NOTE:

Individual positions may require typing. Persons applying for those positions may be required by the hiring agency to take a typing test or otherwise demonstrate their typing skills.

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168010  
Last Effective Date 01/17/05

## ADMINISTRATIVE ASSISTANT 2

### FUNCTION OF WORK:

To provide secretarial support for a professional, supervisor or manager, and in some cases, subordinate staff of that individual.

OR

To provide highly-skilled keyboarding support in the transcribing and recording of information.

Employees perform recurring duties independently, however, are given specific instructions for non-routine assignments as needed.

### LEVEL OF WORK:

Experienced.

### SUPERVISION RECEIVED:

General from a professional, supervisor or manager.

### SUPERVISION EXERCISED:

None.

### LOCATION OF WORK:

May be used by all state agencies.

### JOB DISTINCTIONS:

Differs from Administrative Assistant 1 by the presence of responsibility for duties that begin requiring independent judgment and initiative to perform.

Differs from Administrative Assistant 3 by the absence of responsibility for serving as secretarial support to a mid-level manager or performing advanced keyboarding duties.

### EXAMPLES OF WORK:

EXAMPLES LISTED BELOW INCLUDE BRIEF SAMPLES OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. PLEASE NOTE THAT NOT ALL TASKS ARE INCLUDED.

#### SECRETARIAL

Screens telephone calls and visitors according to supervisor's request; may refer calls to appropriate staff.

Prepares, proofreads, and edits correspondence, reports, and other materials.

Maintains files and reference manuals/materials; ensures confidentiality of information, as necessary.

Maintains supervisor's calendar, as instructed, making appointments and arranging meeting rooms and materials.

Sorts and distributes incoming mail.

May perform administrative functions such as payroll preparation, travel reports, supply requisitions, etc.

#### KEYBOARDING

Sets up and types a wide variety of correspondence, reports, tables, records, case histories, hearings, etc. from rough draft, dictation, dictating machine or instructions.

Types materials that involve knowledge of special terminology.

Attends meetings and transcribes minutes; may serve as hearings reporter by recording verbatim testimony and transcribing into prescribed format.

Proofs typing results for typographical errors, spelling, punctuation and format accuracy.

Establishes and maintains electronic files for identifying, recording and classifying stored data; extracts, assembles and merges stored information to create new documents.

#### PREFERRED QUALIFICATIONS:

One year of experience in which clerical work was a major duty.

#### SUBSTITUTIONS:

Training in a business, office machines, secretarial science, or closely related curriculum in a business school or technical institute will substitute for the required experience on the basis of one month of full-time training for one month of experience.

Completion of a Secretary, Executive Assistant, or Office Systems Technology program of at least twelve months duration approved by the Department of Civil Service from a business school or technical institute will substitute for the required experience. For less than completion of the program, credit will be allowed under the first paragraph for substitutions. All training must have been resident study.

An Associate Degree in Office Systems Technology from a Louisiana Technical College will substitute for all of the required experience.

College training may be substituted for the required experience on the basis of thirty semester hours for one year of experience.

An Associate Degree in secretarial science or office administration will substitute for all of the required experience.



**NOTE:**

Individual positions may require typing. Persons applying for those positions may be required by the hiring agency to take a typing test or otherwise demonstrate their typing skills.

**NOTE:**

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Association of Colleges and Secondary Schools; the New England Association of Schools and Colleges, Incorporated; the North Central Association of Colleges and Secondary Schools; the Northwest Association of Secondary and Higher Schools; the Southern Association of Colleges and Secondary Schools; the Western Association of Schools and Colleges.

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In Progress See Log # 06/015 04/11/07  
168020  
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### ADMINISTRATIVE ASSISTANT 3

#### FUNCTION OF WORK:

To provide secretarial support for a professional, supervisor or manager, and in some cases, subordinate staff of that individual.

OR

To provide highly-skilled keyboarding support in the transcribing and recording of information.

Employees perform duties independently and exercise a high degree of independent judgment and initiative in determining the approach/action to take in non-routine situations.

#### LEVEL OF WORK:

Advanced.

#### SUPERVISION RECEIVED:

General from a professional, supervisor or manager.

#### SUPERVISION EXERCISED:

May supervise 1-2 lower-level personnel.

#### LOCATION OF WORK:

May be used by all state agencies.

#### JOB DISTINCTIONS:

Differs from Administrative Assistant 2 by the presence of responsibility for serving as secretarial support to a mid-level manager or performing advanced keyboarding duties.

Differs from Administrative Assistant 4 by the absence of responsibility for serving as secretarial support to a high-level manager or low- to mid-level administrator.

#### EXAMPLES OF WORK:

EXAMPLES LISTED BELOW INCLUDE BRIEF SAMPLES OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. PLEASE NOTE THAT NOT ALL TASKS ARE INCLUDED.

#### SECRETARIAL

Responds to requests for information; may require interpretation of department rules and regulations.

Independently composes and types correspondence for signature of supervisor regarding administrative matters, office policies, or programs.

Compiles and types special reports by selecting relevant information from a variety of sources such as reports, documents, correspondence, electronic files, etc.

Organizes and maintains files and reference manuals/materials; ensures confidentiality of information, as necessary.

Prepares materials needed for meetings, such as agendas, handouts, binders, etc.

May perform administrative functions such as payroll preparation, travel reports, supply requisitions, etc.

#### KEYBOARDING

Sets up and types a wide variety of correspondence, reports, tables, records, case histories, hearings, etc. from rough draft, dictation, dictating machine or instructions.

Types materials that involve knowledge of special terminology.

Attends meetings and transcribes minutes; may serve as hearings reporter by recording verbatim testimony and transcribing into prescribed format.

Proofs typing results for typographical errors, spelling, punctuation and format accuracy.

Establishes and maintains electronic files for identifying, recording and classifying stored data; extracts, assembles and merges stored information to create new documents.

#### PREFERRED QUALIFICATIONS:

Two years of experience in which clerical work was a major duty.

#### SUBSTITUTIONS:

Training in a business, office machines, secretarial science, or closely related curriculum in a business school or technical institute will substitute for the required experience on the basis of one month of full-time training for one month of experience.

Completion of a Secretary, Executive Assistant, or Office Systems Technology program of at least twelve months duration approved by the Department of Civil Service from a business school or technical institute will substitute for the two years of the required experience. For less than completion of the program, credit will be allowed under the first paragraph for substitutions. All training must have been resident study.

An Associate Degree in Office Systems Technology from a Louisiana Technical College will substitute for all of the required experience.

College training may be substituted for the required experience on the basis of thirty semester hours for one year of experience.

An Associate Degree in secretarial science or office administration will substitute for all of the required experience.

**NOTE:**

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Association of Colleges and Secondary Schools; the New England Association of Schools and Colleges, Incorporated; the North Central Association of Colleges and Secondary Schools; the Northwest Association of Secondary and Higher Schools; the Southern Association of Colleges and Secondary Schools; the Western Association of Schools and Colleges.

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168030  
Last Effective Date 01/17/05

#### ADMINISTRATIVE ASSISTANT 4

##### FUNCTION OF WORK:

To provide secretarial support for a high-level manager or low- to mid-level administrator, and in some cases, subordinate staff of that individual.

Employees perform duties independently and exercise a high degree of independent judgment and initiative in determining the approach/action to take in non-routine situations.

##### LEVEL OF WORK:

Advanced.

##### SUPERVISION RECEIVED:

General from a high-level manager or low- to mid-level administrator.

##### SUPERVISION EXERCISED:

May supervise 1-2 lower-level personnel.

##### LOCATION OF WORK:

May be used by all state agencies.

##### JOB DISTINCTIONS:

Differs from Administrative Assistant 3 by the presence of responsibility for serving as secretarial support to a high-level manager or low- to mid-level administrator.

Differs from Administrative Assistant 5 by the absence of responsibility for serving as special assistant to a classified/unclassified executive or high-ranking classified administrator.

##### EXAMPLES OF WORK:

EXAMPLES LISTED BELOW INCLUDE BRIEF SAMPLES OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. PLEASE NOTE THAT NOT ALL TASKS ARE INCLUDED.

Responds to requests for information; may require interpretation of department rules and regulations.

Independently composes and types correspondence involving complex, sensitive, and non-routine matters.

Represents supervisor in various matters, providing input, and possibly exercising signature authority.

Serves as liaison between supervisor and staff members.

Assesses importance of issues or conflicts, and briefs supervisor.

Compiles and types special reports by selecting relevant information from a variety of sources such as reports, documents, correspondence, electronic files, etc.

Prepares materials needed for meetings, such as agendas, handouts, binders, etc.

May attend meetings and transcribe minutes.

May type contracts, secure appropriate signatures, and track contracts through the approval process.

Monitors expenditures and ensures adherence to budgetary commitments in accordance with established policies.

**PREFERRED QUALIFICATIONS:**

Three years of experience in which clerical work was a major duty.

**SUBSTITUTIONS:**

Training in a business, office machines, secretarial science, or closely related curriculum in a business school or technical institute will substitute for the required experience on the basis of one month of full-time training for one month of experience.

Completion of a Secretary, Executive Assistant, or Office Systems Technology program of at least twelve months duration approved by the Department of Civil Service from a business school or technical institute will substitute for two years of the required experience. For less than completion of the program, credit will be allowed under the first paragraph for substitutions. All training must have been resident study.

An Associate Degree in Office Systems Technology from a Louisiana Technical College will substitute for all of the required experience.

College training may be substituted for the required experience on the basis of thirty semester hours for one year of experience.

An Associate Degree in secretarial science or office administration will substitute for all of the required experience.

**NOTE:**

Individual positions may require typing. Persons applying for those positions may be required by the hiring agency to take a typing test or otherwise demonstrate their typing skills.

**NOTE:**

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Association of Colleges and Secondary Schools; the New England Association of Schools and Colleges, Incorporated; the North Central Association of Colleges and Secondary Schools; the Northwest Association of Secondary and Higher Schools; the Southern Association of Colleges and Secondary Schools; the Western Association of Schools and Colleges.

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168080  
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## ADMINISTRATIVE ASSISTANT 5

### FUNCTION OF WORK:

To serve as the special assistant to a classified/unclassified executive or high-ranking classified administrator.

Employees perform duties independently and exercise a high degree of independent judgment and initiative in determining the approach/action to take in non-routine situations.

### LEVEL OF WORK:

Advanced.

### SUPERVISION RECEIVED:

General from a classified/unclassified executive or high-ranking classified administrator in accordance with C. S. Allocation Criteria Memo.

### SUPERVISION EXERCISED:

May supervise 1-2 lower-level personnel.

### LOCATION OF WORK:

May be used by all state agencies.

### JOB DISTINCTIONS:

Differs from Administrative Assistant 4 by the presence of responsibility for serving as special assistant to a classified/unclassified executive or a high-ranking classified administrator.

Differs from Administrative Assistant 6 by the absence of responsibility for serving as the confidential executive assistant to the unclassified Secretary, Deputy Secretary, Undersecretary, Assistant Secretary, or equivalent high-level classified/unclassified executive of a major state department.

### EXAMPLES OF WORK:

EXAMPLES LISTED BELOW INCLUDE BRIEF SAMPLES OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. PLEASE NOTE THAT NOT ALL TASKS ARE INCLUDED.

Relieves the executive of a variety of administrative matters by assuming delegated authority in assigned areas.

Performs and supervises administrative support activities such as maintaining files and central records, printing and duplicating services, security, purchasing of supplies and equipment, warehousing, and preparation of payroll and personnel records.

Serves as executive support to department advisors and decision-makers, including administrators and boards/committees.

Reviews correspondence and receives telephone calls related to the most sensitive and confidential matters and determines appropriate action to be taken.

Interprets departmental policies and procedures for staff members and the general public.

Conducts and/or supervises special projects, such as organizing charity drives or coordinating facility maintenance.

Collects and compiles budgetary data for monitoring funds and staffing levels.

Prepares materials needed for meetings, such as agendas, handouts, binders, etc.

May attend meetings and transcribe minutes.

May serve as backup for experienced-level professional duties, such as procurement, accounting, etc.

**PREFERRED QUALIFICATIONS:**

Four years of experience in which clerical work was a major duty.

**SUBSTITUTIONS:**

Training in a business, office machines, secretarial science, or closely related curriculum in a business school or technical institute will substitute for the required experience on the basis of one month of full-time training for one month of experience.

Completion of a Secretary, Executive Assistant, or Office Systems Technology program of at least twelve months duration approved by the Department of Civil Service from a business school or technical institute will substitute for two years of the required experience. All training must have been resident study.

An Associate Degree in Office Systems Technology from a Louisiana Technical College will substitute for three years of the required experience.

College training may be substituted for the required experience on the basis of thirty semester hours for one year of experience.

An Associate Degree in secretarial science or office administration will substitute for three years of the required experience.

A baccalaureate degree in any field will substitute for all of the required experience.

**NOTE:**

Individual positions may require typing. Persons applying for those positions may be required by the hiring agency to take a typing test or otherwise demonstrate their typing skills.



**NOTE:**

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Association of Colleges and Secondary Schools; the New England Association of Schools and Colleges, Incorporated; the North Central Association of Colleges and Secondary Schools; the Northwest Association of Secondary and Higher Schools; the Southern Association of Colleges and Secondary Schools; the Western Association of Schools and Colleges.

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In Progress See Log # 06/015 04/11/071  
171200

## ADMINISTRATIVE ASSISTANT 6

### FUNCTION OF WORK:

To serve as the confidential executive assistant to the unclassified Secretary, Deputy Secretary, Undersecretary, Assistant Secretary or equivalent high-level classified/unclassified executive of a major state department.

Employees perform duties independently and exercise a high degree of independent judgment and initiative in determining the approach/action to take in non-routine situations.

### LEVEL OF WORK:

Advanced.

### SUPERVISION RECEIVED:

General from a high-level classified/unclassified executive in accordance with Civil Service Allocation Criteria Memorandum.

### SUPERVISION EXERCISED:

May supervise 1-2 lower-level personnel.

### LOCATION OF WORK:

May be used by all state agencies.

### JOB DISTINCTIONS:

Differs from Administrative Assistant 5 by the absence of responsibility for serving as the confidential executive assistant to the unclassified Secretary, Deputy Secretary, Undersecretary, Assistant Secretary, or equivalent high-level classified/unclassified executive of a major state department.

### EXAMPLES OF WORK:

EXAMPLES LISTED BELOW INCLUDE BRIEF SAMPLES OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. PLEASE NOTE THAT NOT ALL TASKS ARE INCLUDED.

Relieves the Secretary, Deputy Secretary, Undersecretary, Assistant Secretary, or equivalent high-level classified/unclassified executive of a variety of administrative matters by assuming delegated authority in assigned areas.

Performs and supervises administrative support activities such as maintaining files and central records, printing and duplicating services, security, purchasing of supplies and equipment, warehousing, and preparation of payroll and personnel records.

Serves as executive support.

Reviews correspondence and receives telephone calls related to the most sensitive and confidential matters and determines appropriate action to be taken.

Interprets departmental policies and procedures for staff members and the general public.

Conducts and/or supervises special projects, such as organizing charity drives or coordinating facility maintenance.

Collects and compiles budgetary data for monitoring funds and staffing levels.

Prepares materials needed for meetings, such as agendas, handouts, binders, etc.

May attend meetings and transcribe minutes.

May attend meetings in lieu of the Secretary, Deputy Secretary, Undersecretary, Assistant Secretary, or equivalent high-level classified/unclassified executive.

May serve as backup for experienced-level professional duties, such as procurement, accounting, etc.

**PREFERRED QUALIFICATIONS:**

Five years of experience in which clerical work was a major duty.

**SUBSTITUTIONS:**

Training in a business, office machines, secretarial science, or closely related curriculum in a business school or technical institute will substitute for the required experience on the basis of one month of full-time training for one month of experience.

Completion of a Secretary, Executive Assistant, or Office Systems Technology program of at least twelve months duration approved by the Department of Civil Service from a business school or technical institute will substitute for two years of the required experience. All training must have been resident study.

An Associate Degree in Office Systems Technology from a Louisiana Technical College will substitute for three years of the required experience.

College training may be substituted for the required experience on the basis of thirty semester hours for one year of experience.

An Associate Degree in secretarial science or office administration will substitute for three years of the required experience.

A baccalaureate degree in any field will substitute for four years of the required experience.

**NOTE:**

Individual positions may require typing. Persons applying for those positions may be required by the hiring agency to take a typing test or otherwise demonstrate their typing skills.

**NOTE:**

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Association of Colleges and Secondary Schools; the New England Association of Schools and Colleges, Incorporated; the North Central Association of Colleges and Secondary Schools; the Northwest Association of Secondary and Higher Schools; the Southern Association of Colleges and Secondary Schools; the Western Association of Schools and Colleges.