



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### EXECUTIVE SECRETARIES AND ADMINISTRATIVE ASSISTANTS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Executive Secretary & Admin Assist-B	R6011B	45	
Executive Secretary & Admin Assist-O	R6011O	50	
Executive Secretary & Admin Assist-A	R6011A	55	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

#### Nature of Work

Executive secretaries and administrative assistants provide high-level administrative support for an office and for top executives of an organization. Generally, they perform fewer clerical tasks than do secretaries and more information management. In addition to arranging conference calls and supervising other clerical staff, they may handle more complex responsibilities such as reviewing incoming memos, submissions, and reports in order to determine their significance and to plan for their distribution. They also prepare agendas and make arrangements for meetings of committees and executive boards. They may also conduct research and prepare statistical reports.

#### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### Basic

- Employees in this Role perform and coordinate an office's administrative activities and ensure that information is disseminated to staff and clients.
- Employees support management and higher level staff whose frequent absence requires delegation of considerable administrative direction to a secretary or administrative assistant.

#### Recommended Education and Experience for Full Performance

High school diploma or GED and two (2) years of related experience in office administration and/or customer service.

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### Minimum Qualifications

High School diploma or GED and six (6) months of related experience in office administration and/or customer service.

### Operational

- Employees in this Role provide a combination of supportive services such as personnel, fiscal, property management, and management information systems where at least two of these functions are present and where the administrative support activity is of moderate scope.
- Employees are responsible for management support services, rather than accountability for direct program management.

### Recommended Education and Experience for Full Performance

Associate's degree and two (2) years work experience in office administration.

### Minimum Qualifications

High School diploma or GED and one (1) year of related experience in office administration.

### Advanced

- Employees in this Role direct a combination of agency supportive services such as personnel, fiscal, property management, and management information systems where at least three of these functions are present and where the administrative activity is of broad scope.
- Employees direct, develop, and coordinate execution of procedures; develop reporting procedures and other methods to establish accountability; plan, analyze, and recommend courses of action to agency management.

### Recommended Education Experience for Full Performance

Associates degree and four (4) years of related experience in office administration to include experience in three or more functional areas.

### Minimum Qualifications

High School diploma or GED and two (2) years work experience in office administration.

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NETTM is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### Knowledge

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic

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equipment, and computer hardware and software, including applications and programming.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

### Skills

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Speaking** — Talking to others to convey information effectively.

**Service Orientation** — Actively looking for ways to help people.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Coordination** — Adjusting actions in relation to others' actions.

**Time Management** — Managing one's own time and the time of others.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions*, and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001      **Revised:** 09/20/2011

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*