

**STATE OF HAWAII
POSITION DESCRIPTION**

I. IDENTIFYING INFORMATION

Class Title: Secretary I
Position Number 124870
Department: Law Enforcement
Division: Administration Division
Branch: Administrative Services
Section: Information Technology Services
Geographic Location: Downtown

II. INTRODUCTION

Function of this organizational unit:

The Information Technology Services (ITS) Section is responsible for the overall administration, planning, direction, management, development, implementation, and maintenance of all information technology systems and processing. ITS Section provides business application development and maintenance, project planning and management, system software, hardware management, telecommunications and network management and support, technical training, operations of the Department computing facility including data control and technical help desk functions.

Purpose of the position:

The primary function of this position is to assist with administrative and clerical support for the ITS supervisor and staff.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Administrative Support

40%

1. Serves as the Timekeeper/Leave keeper for the Time and Leave system on Hawaii Information Portal; assists Supervisor and staff to maintain records of attendance and overtime. Generates monthly leave balance report for Supervisor's review. [1] [2]
2. Assists with purchasing and financial management by preparing and managing purchase requisitions for expenditures (budgeted and unbudgeted). [1] [2]
3. Coordinates training, travel, and other activities. [1] [2]
4. Manages the periodic inventory of equipment and supplies held in the custody of ITS. [1] [2]
5. Tracks incoming and outgoing correspondence, requests, etc. from receipt/creation through resolution. [1] [2]

Pursuant to Hawaii Revised Statutes Chapter 127A-8, all state and county officials, officers, and employees are considered "emergency workers" and shall perform functions as determined by their respective state or county department director during emergencies or disasters.

B. Secretarial Duties

40%

1. Performs skilled data entry and typing, using a personal computer keyboard to product professional documents, including but not limited, correspondence, letters, memoranda, reports, legal documents, statical and narrative reports from final or rough drafts, etc. [1]
2. Checks and corrects reports and documents for spelling, punctuation, grammar, spacing, neatness, and general appearance. [1]
3. Reproduces documents and materials using a variety of reproduction equipment. Collates, staples, and distributes materials as requested. [1]
4. Complies information or data and prepares reports or correspondence as directed. [1]

C. Office Systems and File Management

10%

1. Establishes and maintains a filing system (electronic and paper) according to record retention requirements. [1] [2]
2. Maintains records of all outgoing correspondence related to ITS issues. [1] [2]
3. Received, reviews, and process all incoming mail to ITS. [1] [2]
4. Prepares outgoing mail for proper distribution. [1] [2]
5. Routinely file materials and periodically updates files. [1] [2]

D. Other Duties as Assigned

10%

Factors in Determining Essential Functions

1. The performance of this function is the reason that the job exists.
2. The number of other employees available to perform this function is limited.
3. The function is highly specialized, and the employees is hired for special expertise or ability to perform the function.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No. 124862

Class Title: Information Technology Band C – Senior System Analyst

B. Nature of Supervisory Control Exercised Over the Work:

Instructions Provided

The instructions are limited to specifying priorities and expected results. The employee is required to plan and implement necessary work activities in an independent and confidential manner.

Assistance Provided

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This position is given some latitude in the performance of its duties. Employee sees assistance from supervisor as needed, and with problems if an unusual nature or circumstances.

Review of Work

Generally, the work duties are performed independently, and will be subject to general review by the supervisor. Annual performance review is based on performance criteria; periodic performance review and follow-up as required.

C. Nature of Available Guidelines Controlling the Work:

Guidelines include agency instructions and directives and established precedent. These guidelines are generally applicable; however, the employee makes adaptations in dealing unique situations.

V. MINIMUM QUALIFICATIONS

A. Knowledge:

Basic English and grammar, simple math; office practices and procedures.

B. Skills:

Maintain an effective work organization and pace under frequent deadlines; operate and maintain various types of office equipment, including computer equipment. Must be able to lift, carry, and/or transfer material weighing up to 50 pounds.

C. Abilities:

Follow verbal and written instructions.

D. Education:

Graduation from high school may be substituted for the required General experience.

E. Experience:

General Experience:

Six (6) months of work experience which involved performance of tasks which demonstrated knowledge of English grammar, spelling, and arithmetic; and the ability to read and understand oral and written instructions and speak and write simply and directly.

Specialized Experience

One (1) year of progressively responsible typing, and/or substantive clerical work which demonstrated possession of, in addition to the knowledge and abilities

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noted under General experience, knowledge of common office appliances and equipment and the ability to carry out procedures in clerical work systems and to perform secretarial tasks including, but not limited to, several of the following: serving as telephone and walk-in receptionist; maintaining a system of files; making travel arrangements; composing correspondence; reviewing outgoing correspondence for format, grammar, spelling punctuation and typographical errors; maintaining a log of pending work; etc., and use computer and software applications (e.g. work processing, spreadsheet, databases, etc.).

F. Required Licenses, Certificates, etc.:

N/A

VI. TOOLS, EQUIPMENT & MACHINES

Computers, printers, typewriters, photocopiers, facsimiles, telephones, projectors, as well as adding and calculating machines.

VII. WORKING CONDITIONS – SEE SUPPLEMENT TO POSITION DESCRIPTION

N/A

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