

CHAPTER 2

THEORITICAL REVIEW

Following Prayudi Atmosudirdjo(1982),the mean of secretary taken from Dutch language that is *secretaris*, in English language *secret*, or on the Latin language *secretum*, that mean secret. So, in a simple way, a secretary means a person that is be believed; a person that can keep secrets.

Secretary is a person who works for someone else to assist in the correspondence, literary, getting information and other confidential matters. Employee who is appointed by society or company or corporation and deal in the first instance with business.(H.W Fowler)

Secretary is an office employee who has a more responsible position that a stenographer and whose duties usually include taking and transcribing dictation, dealing with the public by answering the telephone, meeting-callers, and making appointments; and maintaining of records, letter, etc. A secretary frequently acts as an administrative assistance or junior executive.(Louis C. Nanassy and William Selden,1960:184)

Following M.Braum and Ramon, secretary is an assistant of master or manager who is receiving dictation, preparing letters, receiving costumers, checking,or reminding her manager about formal duty or agreements, and doing many other duties is relation used progressing her manager effectively about other duty is relation to progressing her manager effectively.

(2012:Panduan Lengkap Pekerjaan Sekretaris;by Caroline F.CH Lawalata),Tasks and job of secretary on the based divide be 3(three) section,that is like as:

1. Routine tasks

Routine tasks is commonly tasks is usually doing by a secretary everyday,without there are instruction or waiting especially instruction from manager or function ,a secretary must done these routine tasks.(Routine a secretary tasks is):

- List and make letter (corespondence)
- Manage archieve or bundles/document of company(filling)
- Arrange and control come in letter and out letter
- Receive and serving costumers of mananager is come in office
- Receive and serving telephones are point to manager
- Arrange schedule event activity of manager
- Preparing making the report

2. Especialy tasks

Especialy tasks(doing the instruction or task)is task are not always every day must doing by secretary but only doing if there are some instruction or the task from manager.Especialy tasks are command by manager because there are principle belief that secretary able to save secret (secret kepper) of company.Tasks especialy a secretary that is

- Preparing a meeting and making a minutes

- Arrange met with manager business partner
- Prepare and list schedule of manager service traveling
- Prepare company event
- Arrange and reporting the expert of manager (petty cash)

3. Creative task

Creative task is tasks is doing on inisiative alone without requesting or command by manager. Creative a secretary task that is

- Make a job planer
- Prepare office stationery are supporting secretary job
- Make and prepare the blank (form) are needed like telephone message, form, disposition, guest form, and other.
- Research and finding a article is relation with effort are walked by company although in newspaper, business magazine, website, or another source. Mentioned article certain gave many advantaged for the successfully of manager and company.

Following Durotul Yatimah (2009), the task of secretary on management activities, can be grouped:

1. Tasks in relation with secretariat task.
2. Tasks to assist a manager so a manager can work optimally and succesfully.

A secretary also needs to know:

1. Compiles data (e.g. work orders, budget reports, specialized reports, personnel records, etc.) for the purpose of preparing reports or processing requests.
2. Coordinates assigned projects and/or program components (e.g. arrangements for conferences, meetings, travel requirements, equipment reallocation, certificate renewals, new teacher orientation, etc.) for the purpose of completing activities and/or delivering services in compliance with established guidelines.
3. Interacts with internal and external persons (e.g. phone, email, in person, etc.) for the purpose of receiving and/or conveying information.
4. Maintains a variety of manual and electronic documents files and records (e.g. department databases, calendars, work orders, time sheets, expense reimbursement requests, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
5. Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
Monitors a variety of activities (e.g. budget and program expenditures, certifications, employee complaints, etc.) for the purpose of ensuring that financial practices are followed and in compliance with district policies.
6. Prepares a variety of correspondence, reports and other materials (e.g. grant applications, budget reports, surveys, etc.) for the purpose of

documenting activities, providing written reference, and/or conveying information.

7. Processes a variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
8. Researches a variety of topics (e.g. discrepancies, current practices, policies, education codes, etc.) for the purpose of providing information and making recommendations in a variety of administrative areas.
9. Responds to a wide variety of program-specific and district-general inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction.
10. Supports assigned administrator(s) and department staff for the purpose of providing assistance with administrative functions.
11. Other Functions
Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Secretarial assignments include such duties as office coordination, scheduling meetings, preparing and maintaining office records, reports, and correspondence pertaining to the professional(s)'s and/or management staff's area of responsibility.

(2014:Tugas Dan Pengembangan Sekretaris Profesional Untuk Meraih Keberhasilan{Edisi Revisi};by Prof.DR.Hj.Sedarmayanti APU,M.Pd.).Filling system is managing and composer bundle according with orderly and systematize ,come in saving and nursing for used according safely and economy.This mature,knowing 5(five) various of system arrange an achieves that is:

1. Alphabetical Filing System
2. Subject Filing system
3. Numerical Filing System
4. Chronological Filing System
5. Geographical Filing System

(2012:Panduan Lengkap Pekerjaan Sekretaris;by Caroline F.CH Lawalata),Strategy to make manager activity schedule. Core of schedule is making plan advantage of time.

1. Definite variety of manager activity
2. Definite scale priority of manager activity
3. Think problaby time allocated to every manager activity
4. Technic function of manager time
5. Scheduling agreement of manager