

CHAPTER I

INTRODUCTION

1.1. Background

Secretary word comes from Latin word, *secretum* which means secret. From *secretum* becomes *secretarius* which mean a person who is trustable to keep secret (Sunarto SE, MM & Ety Ratnawati SSi, 2003) In English word is called *secretary* which came from the word *secret*, so that a secretary must be able to keep any secret. According to Daniel Badrun and Roman C. Portugal, a secretary is a leader assistant to receive dictationing, letter concepting and corresponding, guest welcoming, checking and reminder the leader about his or her official duties or appointments and also complete other duties related to his or her leader's job effectiveness.

1.2. Purpose

An observation is a provision that should be done by student in university to compare between theory received and real world. The place of observation has been chosen by the student according to subject concentration. Observation also becomes one of the requirements for student's diploma graduation from the Faculty of Language and Literature.

The writer did the observation in Kampung Percik Foundation, by taking secretary job description. The aim was to compare among theories that had got during studying in university. Direct observation and interview to the secretary were used as methods applied in order to find the data or result. Kampung Percik Foundation was chosen by the writer as the place of observation due to this place was usually used by Satya Wacana Christian University Student College for doing research and observation.

1.3. Advantages

While completing the observation at Kampung Percik Foundation the writer had an experience about importance role of secretary in a company in carrying out duties including writing a letter, replying to email, welcoming his or her leader's guests, making meeting minutes, making plan and decision. The writer obtained a lot of things when doing observation at Kampung Percik, namely the important of making the activity schedule planning in order to the focus and well-directed. Meanwhile, the benefits which the writer got while completing the observation in Kampung Percik Foundation, the writer learned about the importance of the tasks and role of a secretary in details so that in time when the writer goes to Kampung Percik Foundation the writer can apply these theory well in the real world.

1.4. Place and Time of The Observation And Interview

The writer did observation in Kampung Percik Foundation in 5th January 2015. The writer also had finished interview with the director's secretary in Kampung Percik Foundation.

1.5. Company Profile

Kampung Percik is an independent foundation that is purposed to the observation of social, democratic and social fairs. This foundation has been established in 1st February 1996 by some Salatiga's scientists comprised of social scientist, lecturers, and Non Profit Organization activists, Legal and Society Organization.

These founders were academic staffs in a university in Salatiga. They had to resign because they refused some policies which were opposed by some trustees and commissioners in that university. The establishment of Kampung Percik is a new medium to create their idealism related to democratic and social society.

1.6. Interviewer Profile

The writer finished interview with Ambar Istiyani who is director secretary in Kampung Percik Foundation. She has been working in Kampung Percik Foundation started from July 2004 until now. She has been worked there around 10 years. Ambar, as one of secretaries, holds an important position at Kampung Percik Foundation. She has above average skill as a professional secretary. Lots of experiences acquired since becoming the secretary of the director there. Ambar graduated from STiE AMA (higher education majoring on economic management accounting).

