

SECRETARY

NATURE OF WORK IN THIS CLASS:

This is secretarial work which involves knowledge of departmental activities, practices and procedures and the application of these procedures to daily operational activities.

Employees in this class usually work for the administrator of a major unit, division, or smaller department. They assist the superior, using their individual judgment and initiative, in a variety of secretarial and coordinating functions in providing clerical assistance. Such responsibilities require an understanding of the functions of the unit and its overall relationship to others organizationally.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Takes and transcribes dictation of minutes of staff and committee meetings, correspondence, reports and other materials.

Types reports, correspondence and other materials including those involving extensive correction and addition according to written or oral direction; reviews typed material for correct grammar, punctuation and spelling.

Sets up and maintains standard office files and records; inventories and orders office supplies; processes purchase requisitions, personnel and other records or forms.

Prepares moderately complex clerical and other records and reports from a variety of material involving a knowledge of departmental practices and procedures; assists the supervisor in the planning and analysis of special studies of limited complexity and scope; composes and compiles information for technical forms and reports; relieves superior of all clerical details on minor administrative matters.

Screens phone calls and visitors; attends to appointments for supervisor; provides general information and assistance to the public as necessary.

Maintains records and prepares reports.

May supervise clerical and stenographic employees.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices and procedures.

Knowledge of Business English, punctuation, spelling and grammar.

Ability to design and maintain office practices, procedures and systems.

Ability to learn and apply organizational and procedural guidelines.

Ability to exercise good judgment, courtesy and tact in receiving callers and in giving and obtaining information.

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Ability to use initiative and judgment in handling office matters for the superior.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in taking and transcribing oral dictation and in typing at a prescribed rate of speed.

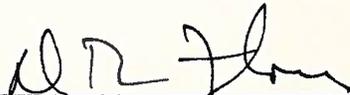
MINIMUM EXPERIENCE AND TRAINING:

(A) Three years of experience in stenographic and office clerical work, and graduation from high school; or

(B) Two years of experience in stenographic and office clerical work, completion of a one-year secretarial diploma course (with shorthand - 66 quarter hours) and graduation from high school; or

(C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission