

SECRETARIAL ASSISTANT I

DISTINGUISHING FEATURES OF THE CLASS: This is secretarial work of a responsible nature which may involve clerical processing responsibilities. The secretarial duties, which distinguish this third level title in the clerical line, involve the use of independent judgment in the handling of non-routine situations and data and in the determination of priorities to assist administrator(s). Typing while required may not denote the significant character of the job. This work is essentially the same as that of Secretary II and a Secretarial Assistant II, except stenography is not required. The work is performed in coordination with administrator(s). Work direction may be given to lower level clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Intercepts telephone calls and visitors, and establishes priorities for submission to administrator(s);

Makes decisions in handling non-routine situations and data, establishes appointments and schedules, and generally relieves administrators(s) of office routine;

Types from copy, rough notes, dictating equipment, etc.;

Answers routine correspondence and composes letters for official signature;

Maintains confidential and regular office records;

Prepares and/or coordinates a variety of reports and statistical data;

Answers moderately difficult questions related to the activities of the office;

Coordinates work activities and assists with routine administrative or technical functions;

Schedules personnel and arranges for substitute personnel;

Reviews accounts, reports, etc. for completeness, accuracy, and conformity with established procedures;

May operate a variety of office machines in the performance of clerical work, such as photocopy, calculator, data entry, work processing, microcomputer, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge or correct English usage; good knowledge of office procedures and equipment; good knowledge of business arithmetic; working knowledge of supervisory techniques and administrative principles and practices; ability to type at a rate of forty (40) words per minute*; ability to prepare correspondence and reports from general instructions; ability to understand and carry out difficult oral and written instructions; ability to establish successful relations and communications with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical or business experience, at least one (1) year of which involved supervisory and/or non-routine duties.

(over)

NOTES:

1. Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis.
2. Post high school education may be substituted for up to two (2) years of the required general experience on a one-for-one basis for business or secretarial curricula and on a two-for-one basis for any other curriculum.

PROMOTION: One (1) year of permanent status as a Senior Clerk-Typist, Senior Typist, Senior Stenographer, Senior Clerk-Stenographer, Secretarial Typist, or Secretary I.

*To be demonstrated during the probationary period.