

## **SECRETARIAL TYPIST AND PUBLIC INFORMATION ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is secretarial, clerical processing and public information work. The secretarial duties which distinguish this second (senior) level title in the clerical line include the exercise of independent judgment in handling non-routine situations and data and the setting of priorities to assist an administrator\* in decision making. The clerical processing duties include ordering, recording and processing all or part of the paper work flow of an office, involve judgment in work scheduling and the evaluation of submitted data for compliance with prescribed procedure. The secretarial duties are similar to those performed by a Secretary I (except stenography is not required), and the clerical processing duties are similar to those performed by a Senior Clerk Typist. The emphasis of the Secretarial Typist position is on managing routine and detail work for an administrator, whereas the emphasis of the Senior Clerk Typist position is keeping records or accounts and performing general office work. Skilled typing is an integral part of the job. Work direction may be given to first (entry) level clerical employees. In addition to the secretarial and clerical duties, incumbent is involved in the dissemination of information for a school district. The work involves the ability to edit and write informational materials for approval by an administrator. The incumbent of this position works for two administrators who are responsible for separate and distinct functional areas (e.g. instruction, personnel and community relations respectively). Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Handles telephone calls by answering routine questions or by routing calls to appropriate parties;  
Assists visitors by answering moderately difficult questions, arranging for someone else to respond to the questions or arranging for the visitor to meet with an administrator;  
Researches and amasses data in order to respond to written or telephone inquiries;  
Reviews data and records that may not be readily available or straightforward in order to independently respond to a variety of requests or to draft a variety of reports and/or releases;  
Manages details by handling calls and memoranda, researching, reviewing data, ordering supplies, etc. in order to relieve the administrator(s) of the day-to-day operation of the department;  
Orders, records, integrates and processes reported data;  
Sorts and reads incoming mail, prioritizes responses and composes responses to routine and non routine correspondence;  
Integrates data from several sources in order to draft reports and/or releases, assist with the budget, prepare purchase orders and follow up with vendors;  
Schedules meetings involving a number of participants and coordinates appointments;  
Types from copy, rough notes, etc.;  
Files material related to secretarial and clerical processing duties;  
Receives media request forms which are reviewed for grammar, clarity, factual consistency and prepares press releases using a uniform style and format;  
Embellishes releases with quotations;  
Amasses statistics relative to enrollment, graduating students, etc. and writes the narrative for inclusion in newspaper(s);  
Updates previously prepared informational releases for current publication;  
Distributes press releases to the board, the parents teachers council, all administrators, several newspapers, libraries and a local radio station;  
Cuts, reviews, brings to administrators' attention and files articles that relate to the schools, teachers, and students in the district or education in general;

(over)

Gathers information from about fifteen sources, compares it to the district calendar; includes any items that were omitted and types the information so that it may be printed on the back of the monthly food menu;

Uses a computer program to choose graphics and bring them to the document working on;

May operate a variety of office equipment such as typewriter, computer, fax machine, photocopier and calculator;

May make entries in accounts, prepare summaries and prepare and make bank deposits;

May work with a variety of software for processing text, preparing spreadsheets and inputting and manipulating data;

May work with software vendors and trainers in order to understand, apply and better utilize software packages.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of English grammar, usage, punctuation and spelling; good knowledge of keyboarding practices such as spacing, dividing words, proofreading, tabulating, etc.; good knowledge of business arithmetic; good knowledge of office procedures, practices and equipment; good verbal abilities; ability to type at a rate of forty (40) words per minute\*\*; ability to effectively work with computer hardware and software to input text and to bring graphics to the work at hand\*\*; ability to understand and carry out moderately difficult oral and written instructions; ability to make sound judgments; ability to present ideas clearly and effectively; ability to function independently in unstructured situations; ability to perform clerical operations.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical or business experience and a minimum of one (1) year of experience in public relations, public information or media work, which included the use of writing skills.

**NOTES:**

1. Additional qualifying experience of 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 the required office clerical or business experience on a one-for-one basis for business or secretarial curricula and for up to one (1) year of the required experience for any other curriculum.
3. Education beyond high school in Journalism, English, Advertising or related fields, may be substituted for the one (1) year of public relations, public information or media work which included the use of writing skills experience on the basis of twelve (12) credit hours for one (1) year of experience; less than six (6) credit hours may not be substituted for any part of the experience.

\*An administrator is one who is responsible for the direction and control of an organization or organizational unit. In addition to the supervision of work groups, an administrator is involved in planning, resource allocation, program evaluation and policy formulation.

\*\*To be demonstrated during probationary term.