

SECRETARIAL TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is secretarial and clerical processing 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. 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 the 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;

Manages details by handling calls and memoranda, researching, reviewing data, ordering supplies, etc. in order to relieve the administrator 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, assist with the budget, prepare purchase orders and follow up with vendors;

Arranges for conferences and meetings;

Coordinates appointments for the administrator and other personnel;

Types from copy, rough notes, etc.;

Files material related to secretarial and clerical processing duties;

May operate a variety of office equipment such as typewriter, computer, facsimile 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 in a database;

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

(over)

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; ability to type at a rate of forty (40) words per minute**; ability to understand and carry out moderately difficult oral and written directions; ability to function independently in unstructured situations; ability to perform clerical operations; ability to effectively work with computer hardware and software**.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical or business experience.

NOTES:

1. Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis.
2. An Associate's degree or higher may be deemed fully qualifying.

*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 the probationary term.