

SECRETARY I

DISTINGUISHING FEATURES OF THE CLASS: This is secretarial and clerical processing work. The secretarial duties, which distinguish this second level title in the clerical line, include the use of independent judgment in the handling of non-routine situations and data, and setting of priorities to assist a single administrator in decision making. The clerical processing duties are similar to those of Senior Clerk-Stenographer. They consist of 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 established criteria. Stenography and typing are an integral part of the job. The clerical processing work is performed in accordance with prescribed procedure and the secretarial work is performed in coordination with an administrator. Work direction may be given to first level clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Intercepts telephone calls and visitors, answers moderately difficult questions, makes appointments and establishes priorities for submission to an administrator;
Makes decisions in handling basic non-routine situations and data;
Takes dictation and types from shorthand notes, copy, rough notes, etc.;
Composes and types routine replies to letters requesting information;
Orders, records, integrates, and processes reported data requiring knowledge of moderately difficult procedures;
Files material related to secretarial and clerical processing duties;
May post accounts, do summaries and prepare for and make bank deposits;
May operate a variety of office machines in the performance of clerical work, such as photocopy, calculator, data entry, word processing, micro computer, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of correct English usage; good knowledge of office terminology and procedures; good knowledge of alphabetic or numeric layout for typewritten reports and summaries; good knowledge of business arithmetic; good knowledge of office procedures and equipment; ability to type at a rate of forty words per minute and to record dictation at a rate of ninety words per minute*; ability to understand and carry out moderately difficult oral and written directions; ability to function in a relatively unstructured situation.

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

NOTES:

1. 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.

*To be demonstrated during the probationary period.