

SECRETARY I

PURPOSE AND NATURE OF WORK

Positions in this class are secretaries to section supervisors or division managers one level removed from Departmental Director. This class may serve at higher organizational levels if other secretarial classifications are present in the same office, or close supervision is received.

Nature of work is transcription from notes, or clerical computer use such as extensive word processing. Work is reviewed frequently, and is not supervisory.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Transcribes or uses computer to produce correspondence, minutes and other documents, keeps files and appointment schedules. Composes, proofreads, and corrects, copies as necessary.

Screen and directs calls and visitors, independently resolving problems and answering questions when possible.

Schedules meetings, makes preliminary analysis and assembles documents, makes related preparations from a knowledge of business to be transacted.

Keeps records of office's transactions with public, vendors, elected officials, regulatory agencies and/or employees. Maintains files, researches complaints and problems, summarizes material as needed.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of English, grammar, spelling, punctuation and arithmetic.

Knowledge of standard methods and materials in secretarial professions.

Knowledge of ordinance, charter, rules or other legal foundation for office or agency wherein employed.

Knowledge of computer applications as required by area of assignment.

Ability to understand documents written in legal or complex vocabulary.

Ability to prepare documents without error, while working with deadlines and interruptions.

Ability to form and maintain productive relationships with public, employees and elected officials.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school supplemented by clerical coursework, and experience in clerical work; or any equivalent combination of training and experience.