

SECRETARY I

DEFINITION

Under supervision, performs varied secretarial and clerical work functions; takes and transcribes shorthand notes using a micro-computer and application software; performs other related work as assigned and/or required.

ESSENTIAL DUTIES

- § serves as a secretary, taking and transcribing dictation and notes regarding varied correspondence, memoranda, reports, or other related materials
- § may independently compose and type routine memoranda, reports, and related material
- § composes and types routine memoranda and correspondence from brief verbal or written instructions that may deal with privileged or sensitive information and data
- § may take minutes and/or notes of meetings and conferences, and prepares accurate summaries
- § establishes and maintains numerical, alphabetical and subject matter files
- § may perform as a receptionist arranging appointments and meetings
- § answers the telephone and initiates outgoing calls
- § assists office visitors
- § compiles information and prepares reports
- § reviews records, reports and data for accuracy, completeness and compliance with predetermined and standardized procedures
- § utilizes a computerized record management, storage and retrieval system and performs data entry and draft data-related reports
- § relieves the supervisor of routine administrative or secretarial/clerical detail
- § operates a variety of standard office equipment, including micro-computers and computer terminals

QUALIFICATIONS

Knowledge of: Modern office practices, procedures, and techniques; English usage, spelling, grammar, and punctuation; standard office machines and equipment, including micro-computers and computer terminals.

Ability to: Learn and apply policies, regulations, and operational procedures; perform secretarial and clerical functions of average to above average difficulty with speed and accuracy; make mathematical calculations with speed and accuracy; take summary notes and transcribe dictation accurately using transcription equipment; effectively operate a micro-computer and use appropriate software applications;

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

§ will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
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