

CLASS SPECIFICATION FOR
Secretary

GENERAL STATEMENT OF DUTIES: Performs secretarial work for a division head or administrator of a County or School division, section or program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Work in this classification generally includes activities such as taking dictation, skilled typing, screening calls and visitors, scheduling appointments, organization and daily maintenance of a comprehensive filing system and operation of office equipment. The incumbent demonstrates initiative in all work and is able to make independent judgments in accordance with established practices and guidelines. The incumbent deals with sensitive or confidential material on a regular basis and is responsible to and supervised by the division head or administrator to whom assigned.

EXAMPLES OF WORK (illustrative only):

- Types correspondence, reports, minutes and a variety of documents from notes, Dictaphone, rough draft or shorthand, using a typewriter or personal computer;
- Handles confidential assignments;
- Answers the phone, screens calls, answers questions, refers callers to appropriate source and sets appointments;
- Attends meetings, takes notes and prepares minutes of meetings;
- Prepares and revises forms and letters for office/County use;
- Sets up and maintains files alphabetically, numerically, and/or chronologically;
- Attends staff meetings to keep abreast of office functions, to resolve problems and to ensure open communications;
- Maintains an inventory of supplies and reorders to ensure adequate supply stock at all times;
- Makes travel arrangements and completes travel expense vouchers;
- Prepares time reporting and keeps office personnel records;
- Reads and updates bulletins and manuals to have a working knowledge of changes and to keep office records current;
- Supervises clerical support staff to ensure timely processing of work;
- Opens mail, reads, sorts and distributes and may answer mail on recurring topics or frequent requests;
- Keeps office statistical records and makes periodic reports;
- Researches files and makes reports;
- Handles problems and complaints using knowledge of County Rules and Regulations;
- May take and transcribe shorthand to produce correspondence and reports;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of English grammar, punctuation and arithmetic; skill in typing; ability to read, spell, proofread; ability to file alphabetically, numerically and chronologically; skill in the use of a personal computer and knowledge of applications and commonly used business software; ability to maintain records and organize; ability to listen, understand and follow directions; ability to write legibly; ability to schedule and coordinate meetings and conferences; ability to interpret written material and to communicate verbally; ability to learn the policies and procedures of and the services provided by the division, section or program to which assigned; ability to verify data; accuracy; tact; good judgment; good telephone manners.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and four (4) years of related clerical/secretarial experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.