

SECRETARY I (TYPIST)

NATURE OF WORK IN THIS CLASS:

This is secretarial work but without the shorthand skills requirement.

Employees in this class usually work for the administrator of a major unit, division, or smaller department and assist the superior, using individual judgment and initiative, in a variety of office clerical activities and coordinating functions in providing clerical assistance. Such responsibilities require an understanding of the functions of the unit and its overall relationship to others organizationally. Instructions are received in the form of suggestions or general outlines of desired objectives. Employees are expected to carry the assignments through to completion under minimal supervision. Work requires reference to style, manual, or procedures, or the use of considerable judgment as to form, arrangement, and spacing.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Types reports, correspondence, and other material involving considerable use of judgment as to form, arrangement, and spacing; makes extensive changes under general instruction.

Sets up and maintains standard office files and records; takes inventories and orders office supplies; processes purchase requisitions, personnel, and other records and forms; relieves supervisor of all clerical details on minor administrative matters.

Takes care of various details so that the superior may make maximum effective use of time without unnecessary delay or interruption.

Answers phone calls; greets visitors; answers inquiries regarding unit services and provides general information about the department; maintains appointment calendar for superior.

Receives and reviews incoming mail; routes mail to proper persons.

May supervise a few clerical personnel.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of standard Business English, spelling, punctuation, and grammar.

Knowledge of office practices, procedures and equipment.

Ability to type technical reports, manuals, correspondence and other material with involved corrections and insertions or other elements requiring special spacing and prepare finished copy in appropriate style, arrangement, and format.

Ability to perform office management functions for a moderately complex office, and to modify and implement appropriate office practices, procedures and systems.

Ability to learn and apply organizational and procedural guidelines of the office.

Ability to use initiative and judgement in handling office matters for the supervisor.

Ability to exercise good judgement, courtesy, and tact in receiving office callers, in giving and obtaining information, and in making proper disposition of problems.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with employees and the public.

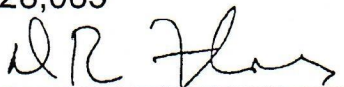
Skill in typing accurately at a prescribed rate of speed.

MINIMUM EXPERIENCE AND TRAINING:

- A) Two years of typing and office clerical work and completion of a one-year secretarial diploma course (w/o shorthand) from a recognized business college or comparable learning institution, and graduation from high school; or
- B) Three years of typing and clerical work, and graduation from high school; or
- C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980

Pay Grade G Step 1: \$18,723 -Step 10: \$28,085



DAVID R. FLORES
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