

CLASS TITLE: Secretary I

DEFINITION:

This is responsible and varied clerical/secretarial work requiring some independence of judgment and knowledge of office procedures. An employee in this class works initially under direct supervision and subsequently under general supervision of an office manager. Performance is evaluated on an ongoing basis based on goals and objectives mutually established prior to the beginning of the rating period.

EXAMPLES OF WORK: (Examples are illustrative only)

Types correspondence from rough draft or personally composed routine replies, account and financial statements, purchase orders, schedules, statistics tabulations and data, letters and memoranda, vouchers, invoices, reports, requisitions, rosters and other materials; transcribes Dictaphone cylinders or tapes; proofreads typewritten and printed materials.

Processes mail to include the receipt of money for permits as well as accounts for collection.

Cross indexes and files documents, cards, cases and correspondence alpha-numerically or by other methods; searches and locates files material.

Acts as a receptionist, issues and receives applications for permits; answers telephone and gives information or refers the caller to the appropriate person.

Notifies board members of dates of meetings and hearings; prepares expense reports; establishes and maintains a system for keeping track of requested action and reports.

Operates a computer terminal, calculating and duplicating machine. May be designated "key operator" for various office machines.

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of currently acceptable office procedures, business terminology, business arithmetic and business English.

Skill, proficiency and manual dexterity to operate standard office machines.

Ability to understand and follow complex oral and written directions and reports; to meet deadlines; to communicate effectively with coworkers and the public; to elicit, and pass to inspectors whatever technical information is necessary for a given application; to assist the public by giving copies of specification requirements to meet the applicant's needs; to type from plain copy at a rate of 55 words per minute.

**ESSENTIAL FUNCTIONS:**

Must be able to see regular typewriter size print; hear the normally spoken word at 12 feet (may use a hearing aid); speak clearly and concisely in order to communicate with taxpayers and staff; lift, push, pull and carry 10 pounds. Sit for periods in excess of one hour; bend to pick up or work on an item; grasp items; read, understand and prepare work orders; write a concise statement of a problem.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

Graduation from a recognized high school, to include, or be supplemented by courses in business English, typing, and office practices and procedures; and six months experience in an office requiring typing, filing and operating a computer.

**REQUIRED LICENSES AND/OR CERTIFICATES:**

None

**DESIRABLE ADDITIONAL QUALIFICATIONS:**

Diplomatic and helpful

Revised March 2006