

SECRETARY I

GENERAL STATEMENT OF DUTIES: Takes and transcribes shorthand dictation of correspondence and reports; posts to and maintains clerical records involving fairly standard procedures; uses typewriter to complete forms by insertion of information from records or reports; receives callers; does related work as required.

SUPERVISION RECEIVED: Works under supervision of an administrator or clerical employee of higher grade who assigns work and reviews non-routine tasks.

SUPERVISION EXERCISED: Supervision is not a normal responsibility of positions in this class.

EXAMPLES OF PRINCIPAL DUTIES: An employee in this classification will perform any or all of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Takes and transcribes dictation of correspondence, reports, minutes and memoranda; may transcribe from dictating machine.
2. Confers with the public in the office or over telephone, answering inquires and obtaining information from callers for entry into forms and records.
3. Prepares or completes forms and documents of standardized format, inserting appropriate specific information.
4. Posts to and maintains departmental records, involving fairly standard procedures and sources of information, such as fiscal records, petty cash, and office supply records; compiles reports from such records.
5. Composes routine correspondence for signature of supervisor.
6. Indexes and files correspondence, reports and other material.
7. Operates office machines not requiring extensive previous training, such as adding machine, duplicator, transcribing machine and calculator.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of business English, spelling, punctuation and arithmetic; some knowledge of general office practices; skill in typing and in

taking and transcribing shorthand dictation; ability to learn assigned clerical tasks quickly and to carry out independently those which are routine; ability to compose simple letters and memoranda; ability to deal harmoniously with co-workers and the public.

EXPERIENCE AND TRAINING: One year clerical experience involving taking and transcribing dictation and graduation from a senior high school, including or supplemented by secretarial training courses affording training in shorthand, typing, and general business practices; or any satisfactory combination of experience and training.