

SECRETARY II

GENERAL STATEMENT OF DUTIES: Performs secretarial work involving the taking and transcription of complex shorthand dictation, composes letters and reports requiring knowledge of departmental policies and functions; maintains departmental records; does related work as required. Bookkeeping experience highly desirable.

SUPERVISION RECEIVED: Works under supervision of a department head or elected official, who assigns tasks and checks work through observation of work methods and review of reports and correspondence.

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 shorthand dictation, often of difficult technical material; uses judgement in setting up reports and documents in appropriate format; may transcribe from dictating machine.
2. Composes correspondence and prepares legal forms for signature of supervisor, applying a knowledge of established departmental procedures and functions.
3. Attends hearings or meetings to record official action and significant parts of discussion; prepares minutes for official record.
4. Receives callers and answers telephone; makes appointments for superiors; applies knowledge of departmental regulations and procedures in answering public inquiries; obtains information from callers for entry in departmental records.
5. Maintains office records and files; makes reservations for public meeting rooms.
6. Assists public in completing a variety of forms and applications; prepares periodic reports of departmental activities from files and records.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of business English and composition, spelling, punctuation and arithmetic; considerable knowledge of general and legal office practices; some knowledge of elementary bookkeeping methods and principles, skill in taking difficult shorthand dictation rapidly and transcribing accurately, and in typing; ability to make decisions independently in accordance with established policy; ability to perform recurring duties without specific direction and to complete new tasks with minimal supervision; ability to work harmoniously with other employees and to deal tactfully with the public.

EXPERIENCE AND TRAINING: Two years experience in office and secretarial work; and graduation from a senior high school including or supplemented by secretarial training courses in shorthand and typing or any satisfactory equivalent combination of experience and training.