Title: Secretary 1

Pay Scale Group: 60

Essential Function

Under general supervision, relieve supervisor of routine administrative tasks and prepare typed copy from rough written copy, oral instructions and/or dictation; may operate computer to produce documents described in rank number two.

Characteristic Duties

1. Relieve supervisor of routine administrative tasks (e.g., compose answers to correspondence which involve forwarding of requested materials such as pamphlets and/or providing explanation of services or activities of assigned area, but does not include interpretation of policies and procedures as they would apply to a given situation; gather statistics; perform research and write reports; set up office procedures; coordinate daily work flow; screen problems and obtain files and records to resolve same; update manuals and notebooks; purchase equipment or supplies through either purchasing agent or direct contact with established vendors for low cost items).

2. Prepare documents (e.g., correspondence, reports, minutes of meetings, tables, graphs, charts and/or contracts) from rough draft, oral instructions and/or dictation; proof copy and make corrections.

3. Perform clerical tasks (e.g., take messages, screen and direct calls; open, screen and distribute mail; maintain files and retrieve information; copy, collate and distribute written material; maintain inventory of general office supplies and order as needed; act as receptionist; receive and log in materials and information).

4. Keep time and/or attendance records; prepare travel expense reports; set up meetings and agenda; notify parties of meetings and/or appointments; maintain appointment book; make travel arrangements and/or reservation.

5. Perform related duties based on departmental need.

Unusual Working Conditions

- N/A

Minimum Qualifications

- High school diploma with concentration in secretarial science; or high school/GED and 1 year secretarial experience. Must be proficient in Microsoft Word or equivalent. Must be able to type 35 wpm.

Last updated: February 2001