

SECRETARY I

DISTINGUISHING FEATURES OF THE CLASS: This class involves the performance of varied clerical and secretarial tasks in a County Department. The duties are performed under general supervision and require the exercise of independent judgment in the application of prescribed procedures and methods to specific tasks. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Performs all clerical activities in a County Department;

Functions as secretary to the department head completing assignments that call for the use of some independent judgment;

Reviews reports and other documents for completeness, accuracy and conformance with established procedures;

Composes and types routine correspondence;

Retrieves and assembles a variety of data from office records for inclusion in various reports;

Reproduces, collates, indexes and files documents and correspondence;

Orders office supplies as necessary;

Operates office equipment;

Answers telephone, gives out routine information, and makes appointments for department head.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and business English; ability to type at an acceptable rate of speed; ability to understand and carry out oral and written instructions; ability to gain the cooperation of others; ability to meet and deal effectively with the public; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one year of clerical/ secretarial experience; **OR**
- B. Three (3) years of clerical/ secretarial experience.

Secretary I
Classification: Competitive
Grade: 6
Union: CSEA

Page 2