

Position: **SECRETARY I**

NATURE OF THE WORK

This is secretarial work of some complexity and variety which involves taking and transcribing oral dictation. Employees of this class perform secretarial and stenographic tasks in accordance with well established procedures. Although taking dictation may be an essential duty of positions in this class, the time spent in stenographic work may vary considerably among positions. Detailed instructions and close supervision are received at the beginning of the work and on new assignments, although regular routine assignments may be performed more independently and more initiative, independent judgement, and discretion may be exercised as experience is gained. Work is subject to general supervision, and is usually reviewed for both content and accuracy upon completion.

ILLUSTRATIVE EXAMPLES OF WORK

Takes and transcribes dictation consisting of general office correspondence, memoranda, reports, and other material.

Relieves reports, forms, tabulations, bulletins, notices, legal orders, and other documents from copy or rough draft; types meeting agendas and minutes.

Prepares correspondence in accordance with established policies.

Acts as a receptionist, providing routine information or directing callers to appropriate officials; makes appointments; opens and distributes mail.

Maintains office records and operates a filing system; prepares purchase requests for office supplies.

Fills in forms and compiles reports with designated information.

Cuts stencils and operates common office duplicating machines; operates calculators and other standard office appliances.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of English, spelling, punctuation, and arithmetic.

Knowledge of modern office practices, procedures, equipment, and standard clerical techniques.

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SECRETARY I

Ability to take and transcribe dictation rapidly and accurately.

Ability to follow oral and written instructions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to make arithmetical calculations rapidly and accurately.

Skill in operating a typewriter.

DESIRABLE EDUCATION AND EXPERIENCE

Graduation from high school or acceptable equivalent, including or supplemented by courses in shorthand and typing.

Experience in progressively responsible clerical or secretarial work.