

## Specification for Class of

SECRETARY

**Abolished Effective June 1, 2005**CLASS SERIES INTENT

In support of a supervisor and/or staff members, provides secretarial services and assistance for the purpose of facilitating the supervisor's and/or staff members' own work and relieving the supervisor and/or staff members of day-to-day clerical detail. Applies knowledge of supervisor's and/or staff members' work commitments including status of projects and nature of contacts. Secretarial duties include making travel arrangements, scheduling meetings, taking notes and transcribing minutes, screening calls and visitors, keeping supervisor's and/or staff members' calendar(s) and committing supervisor's and/or staff members' time.

Definition: Performs routine secretarial duties.

Distinguishing Characteristics: Provides secretarial services such as making travel arrangements, scheduling meetings, taking notes and transcribing minutes, keeping supervisor's and/or staff members' calendar(s), producing final copy documents from drafts, shorthand, speedwriting, or machine transcription, and composing forms and letters. Responding to inquiries from staff, students, and/or the public regarding departmental procedures or services.

Duties and assignments are of a routine nature. Routine duties are recurring and accomplished by following established work methods or procedures. Within established guidelines, independently organizes, prioritizes, and initiates work activities. Decision making authority is limited to choice of appropriate methods or procedures. Guidance is provided in new or unusual situations. Deviation from established methods, procedures, or guidelines requires approval. Work is periodically reviewed to verify compliance with policies, procedures, or standards.

## Examples Of Work

Performs secretarial duties including making travel arrangements, scheduling meetings, taking notes and transcribing minutes, and keeping supervisor's and/or staff members' calendar(s);

Uses computer, word processor, or typewriter to produce letters, meeting notices and agendas, reports, manuscripts, financial statements, schedules, test materials, student evaluations, and other documents from rough drafts, machine dictation, notes, shorthand, or speedwriting; takes and transcribes meeting minutes;

Responds to inquiries regarding departmental services and procedures; answers telephones; receives, screens and refers visitors;

Performs word processing tasks such as merging and sorting, integrating text with graphics, spreadsheet, and data base files, uploading/downloading, and creating footnotes and outlines; uses spreadsheet and data base software to maintain records; uses graphics software and recommends appropriate display of information;

Proofreads material correcting for sentence structure, spelling, grammar, and punctuation;

Screens and distributes mail and messages; distributes records, office supplies, and other materials;

Relays messages and instructions from supervisors to his/her staff members;

Posts information to various electronic or manual departmental, financial, or other records according to established procedures and standards;

Sorts, files, and tabulates various documents and records; establishes and prepares new files or categories within established filing systems; enters and retrieves data using electronic files; removes and logs materials; maintains status and file reports;

Maintains and monitors budget and fiscal records and informs supervisor of status;

Keeps account records including tasks such as scheduling and vouchering of requisitions, invoices, and payroll;

Performs electronic mail tasks;

Performs tasks which require the use of basic arithmetic including addition, subtraction, multiplication, and division;

Orders, receives, and maintains inventory;

Operates office equipment such as computer, word processor, typewriter, calculator, and copy machine;

Assists others by providing work guidance or direction but does not assign, instruct, and check the work of others on a regular and ongoing basis;

Performs related duties as required.

Desirable Qualifications

High school graduation or GED.

AND

One year of experience performing duties which required keyboarding or typing.

Note: Some positions in this class will require keyboarding or typing accurately at a net speed of 40 words per minute or faster.

New Class: 07/01/97.

Merges/incorporates secretarial work in support of unit staff which was formerly included in the classes of 00120, Clerk 2; 01120, Clerk Typist 2; and 01520, Clerk Stenographer 2.