

SECRETARY I

GENERAL DEFINITION

An employee in this class performs a combination of related clerical and typing tasks of moderate difficulty.

Typing tasks are of a constantly recurring nature but require the incumbent to be familiar with a number of possible work methods and to choose processes applicable in a variety of situations. Typing from corrected or rough copy requiring speed and prohibition of erasures and strikeovers is also characteristic of positions in this class. The results desired are specified in detail but are not examined critically for accuracy and completeness unless the assignments involve problems not normally characteristic of the work.

EXAMPLES OF WORK

Types record cards, index cards or blank forms, reports, vouchers, memoranda, files, claims, applications or other sources where familiarity with a variety of office forms and procedures is required in selecting the proper information for typing.

Types tables, lists, permits, certificates, requisitions, vouchers, bulletins, memoranda, statements, transcripts, acknowledgments, transmittals, route slips and similar materials requiring rudimentary knowledge of the processes applicable to the pertinent data or subject matter.

Cuts and proofreads stencils from plain or rough copy in which technical or unusual words occur but do not present difficult problems in designs or composition.

Takes dictation, transcribes on a typewriter from recording devices, dictation in which technical or unusual words occur occasionally or in which the same technical or unusual words are constantly recurring. In general, the vocabulary encountered in transcription work, with the exception noted, is within the range of vocabulary ordinarily possessed at the time of graduation from high school.

Prepares standard forms for filing and maintains files according to prescribed standards. The items to be filed are coded correspondence, standard report forms, records or cards. The filing system is either alphabetic, numeric or a combination of these. Preparation for filing involves simple coding and indexing, the preparation of cross references, folders and labels but does not include the interpretation of varying or difficult subject matter for filing by subjects.

SECRETARY I (Cont'd)

Makes predetermined entries on report forms, prepares simple statements and reports involving determinations only on detailed procedures, makes computations of a simple nature and combines individual reports in to summary reports. Information to be recorded is taken from standard forms, memoranda and, occasionally, directly from individuals. Such information requires no interpretation in order to follow established procedures.

Greets visitors and gives general information, public contacts involve giving information of a purely factual nature and referring visitors to persons within the office according to established procedures.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Mental alertness, clerical attitude, general knowledge of business English and mathematics.

General knowledge of office equipment and its uses, general knowledge of filing systems and principles.

Ability to type accurately and with satisfactory speed from copy of more than average difficulty.

Ability to take and transcribe shorthand notes accurately and with satisfactory speed.

MINIMUM TRAINING AND EXPERIENCE

Completion of high school or equivalent supplemented by stenographic or business school training.

Or, any equivalent combination of acceptable training and experience.