

**MAJOR FUNCTION**

This is diversified secretarial work in clerically supporting a supervisor with personal responsibilities for the routine secretarial and clerical duties in connection with the management of the immediate office. Well- defined procedures and instructions cover the assigned clerical and secretarial duties, and the supervisor or another advisor is usually available for consultation when an unusual problem arises. A Secretary I acquires and applies a general knowledge of the organization, key personnel, and office routines and procedures necessary to perform assigned tasks.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**

Greets visitors to the office, and answers telephones. Refers callers directly to the supervisor or to other staff members. In the absence of the supervisor, takes messages. Keeps the supervisor's calendar and clears requests for appointments. Gives and directs factual information in response to specific inquiry when there is no question as to the propriety of releasing such information. Receives and opens incoming mail, usually giving it directly to supervisor or routing it to others. Types, copies, prepares, and sends routine acknowledgments or selects simple form letters in response to routine inquiries in accordance with standing instructions. Maintains simple alphabetic and/or chronological files and records covering correspondence. Maintains time sheets and leave requests for the supervisor and other subordinates. Procures supplies, equipment, repair, and maintenance services. Obtains documents and background information for the supervisor on the basis of specific instructions. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of business English, spelling, punctuation, and arithmetic. Knowledge of modern office practices and procedures. Ability to work independently and to carry out assignments to completion with minimum instructions. Ability to maintain records and to make reports requiring accuracy. Ability to operate standard office equipment, computers and the associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate.

**Necessary Special Requirement**

Ability to type at the rate of 35 correct words a minute.

Revised: 12-04-80  
01-17-90  
02-19-10\*