

MAJOR FUNCTION

This is diversified secretarial work with personal responsibility in connection with the management of the immediate office of the supervisor. In those areas in which procedures have been established, the secretary proceeds with independence in performing the duties required to expedite the work of the immediate office. This level is distinguished from the Secretary I in that the work involves more independence in the performance of duties and the assumption of more difficult clerical activities that would otherwise require the attention of the supervisor.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Answers telephone calls and greets visitors. Processes incoming mail. Performs routine matters based on general knowledge of the programs or operations under the supervisor's direction, including typing, copying, and the general preparation of miscellaneous correspondence and documents. Routes more technical matters to the proper section or individual. Answers routine inquiries not involving controversial questions. Reviews outgoing correspondence in order to determine that all necessary background material is attached. Maintains supervisor's calendar, calls attention to appointments, and makes appointments upon instruction. May maintain schedule for public group participation in departmental activities. Maintains files of incoming and outgoing correspondence and action documents and follows up on work in process. Reviews publications for information dealing with subject matter of special interest to the supervisor. Makes travel arrangements, and maintains records of itineraries. Retrieves documents, files, and background information for the supervisor on the basis of general instructions as to the nature of the subject matter. Prepares various forms. Types reports and other materials from copy, rough drafts, or general instructions. Processes documents requiring procedural knowledge. Maintains various records and logs. Operates computer as needed. Performs related work as required.

Other Important Duties

May procure supplies, equipment, printing, and maintenance service. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of business English, spelling, and punctuation. Knowledge of office and departmental rules, regulations, practices, and procedures. Knowledge of the organization and its programs. Ability to prepare routine documents and compose business letters and memoranda. Ability to make decisions in accordance with laws, regulations, or policies and to apply these to work problems. Ability to make minor decisions to relieve the schedule of a superior. Ability to operate standard office equipment. Skill in the use of microcomputers 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 and one year of secretarial and/or office clerical experience.

Necessary Special Requirement

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

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