

## **ADMINISTRATIVE SECRETARY I**

### **DESCRIPTION OF WORK**

Under direct supervision of a divisional manager or office manager performs clerical tasks and functions required in preparation of routine correspondence and reports.

### **DUTIES-EXAMPLES OF WORK**

Performs secretarial duties for a department head; types letters, memoranda, reports, forms and other materials from rough draft, final working draft notes, dictation notes, a transcription machine, tape recorder or Dictaphone; keeps official records and reports; maintains appointment calendar; answers telephones and personal inquiries; routes visitors, appointments and other personnel; provides information and referral to employees and the general public; routes and processes mail; takes applications for and may issue some permits and licenses; processes a variety of correspondence, reports, forms and other materials; examines for accuracy and completeness; assists other personnel as assigned.

### **QUALIFICATIONS**

Thorough knowledge of modern office practices and procedures.

Thorough knowledge of grammar, spelling and punctuation.

Knowledge of departmental and organizational activities.

Skill in the taking and transcribing of oral or recorded dictation and operation of a computer terminal.

Ability to perform secretarial work requiring considerable exercise of independent judgment.

Ability to communicate effectively verbally and in writing.

Ability to follow written and verbal instructions.

Ability to establish and maintain effective working relationships with employees, other agencies and the public.

### **PHYSICAL AND SENSORY REQUIREMENTS**

Ability to perform sedentary physical work, to lift 10 pounds;

Ability to sit and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate a computer keyboard and other office equipment; to walk up stairs and operate a vehicle.

Ability to talk and hear in person, by telephone, recorder and two-way radio;

Ability to see and read instructions, documents, correspondence and figures on a computer screen.

### **EXPERIENCE AND TRAINING**

Any combination of experience and training equivalent to graduation from high school and one year secretarial experience.

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's license.