

SECRETARY I

DISTINGUISHING FEATURES OF THE CLASS: This is an important clerical position in providing essential secretarial and support clerical type work to a program director or coordinator. The work is specialized to the project or program area. The work can involve limited and at times complex procedures under the general supervision of the head of the program. Contacts are maintained with the users of the service including students, parents, and professional staff within the system or from collateral or related agencies. Where the work involves supervision, the assignment is usually limited in time frames or numbers of subordinates. Does related work as required.

SPECIAL NOTE: The work in the various programs is specialized to a specific functional area, which can only be learned on the job. The basic typing and/or stenographer knowledge's and skills are prerequisites to understand and provide essential support to the Program Director. Appointments to this on-the-job training position will be made from either the Typist or Stenographer eligible list for a period of one year. If the incumbent successfully completes the one-year traineeship, he/she will be appointed to the Secretary I position without any further examination.

TYPICAL WORK ACTIVITIES:

- Acts in a secretarial capacity to program directors and/or coordinators and for professional staff;
- Receives callers and telephone calls, records and transmits messages, maintains files, keeps records on budgetary and programmatic activities, attends meetings and takes and transcribes minutes;
- Prepares a variety of memorandum documents, newsletters, brochures and other public relations materials, describing program activities;
- Operates a computer, word processor and peripheral equipment pertinent to program operations, activities and functions and involving agency clients and students;
- Sets up special procedures such as in testing, examining, arranging transportation, evaluating test results and other procedures peculiar to the program area;
- Orders supplies, materials and equipment and maintains an inventory of all material needed to carry out programmatic goals;
- Maintains records and financial accounts necessary to obtain and expend funds to obtain goals and to prepare required reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of secretarial practices; good knowledge of office practices and procedures; ability to type at an acceptable rate of speed; ability to operate a personal computer; ability to understand and interpret written material; ability to get along well with others; good judgment; initiative and resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one year of clerical or secretarial experience in the programs activities.