



REVISED: Submitted:  
07/17/2019 07/16/2019

JOB TITLE:	SECRETARY I
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8676
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility, with a minimum of detailed supervision and guidance, for providing the primary confidential and non-confidential clerical and secretarial support including word processing, filing, scheduling appointments and meetings; answering phone calls and duplicating materials; works with a limited variety of simple procedures which generally impact only the current project or the sub-unit; works fairly independently maintaining a responsive relationship with the day-to-day activities of the supervisor and/or primary secretary.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Performs clerical and secretarial duties including filing, word processing and transcribing documents, correspondence and form letters reviewing materials for typographic accuracy and proper format
- Opens, sorts, and catalogs incoming mail and other written communications making appropriate distribution; maintains a pending file
- Receives, initiates, and facilitates telephone communications responding to routine requests which have standard answers while referring technical calls and requests to appropriate staff
- Maintains supervisor's calendar, makes appointments and arranges for meetings as directed by supervisor
- Establishes and maintains office files and recurring internal reports
- Operates standard office equipment machines including computers, adding machine, calculator, copier, and other office machines as required
- Requisitions supplies, forms, maintenance and other services as required
- Completes all trainings and other compliance requirements as assignment by the designated deadline
- Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Successful clerical experience in an office environment with good knowledge of general office procedures
- Word processing/transcription skills
- Excellent knowledge of business English, spelling and arithmetic
- Effective communication skills

#### DESIRABLE QUALIFICATIONS

- Excellent telephone and reception manners
- Successful experience in similar or related area of assignment

Ability to work well in a team situation
Efficient time management
Experience in a diverse workplace