

CLASSIFICATION: SECRETARY TRAINEE

Class Code: 8092-04

Date Established: 7-01-92

Occupational Code: 1-2-4

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To perform routine clerical and secretarial work by following defined and established procedures.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Performs secretarial duties such as using a word processor or typewriter to prepare routine correspondence from rough copy.
 - Sorts and files correspondence according to clearly established procedures.
 - Proofreads letters, reports and documents for typographical errors and completeness.
 - Opens, sorts and distributes mail and answers telephone and personal inquiries.
 - Operates duplicating equipment and other standard office machines.
 - Meets the public and directs persons to proper offices; provides non-technical information and explains well-defined rules.
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DISTINGUISHING FACTORS:

Skill: Requires minimal skill in performing a series of routine procedures OR in operating equipment according to standardized instructions.

Knowledge: Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

Impact: Requires minimal responsibility for contributing to agency objectives by supporting or performing routine work activities within a small organizational unit. Errors at this level are of minor consequence and are readily detected through frequent checking or inspection.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job functions under good conditions in a safe working environment.

Physical Demands: Requires sedentary work, including continuous sitting or occasional standing and walking.

Communication: Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from state employees or members of the general public.

Complexity: Requires a minimal combination of job functions, including performing frequently repeated tasks according to set procedures and standardized situations.

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Independent Action: Requires minimal choice in performing routine duties under immediate supervision and in following simple instructions according to standardized policies and procedures.

MINIMUM QUALIFICATIONS:

Education: Completion of high school, G.E.D. or its equivalent, including or supplemented by courses in office procedures and typing.

Experience: No experience required.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of business English, English grammar, spelling, punctuation and arithmetic. Knowledge of office practices and procedures. Skill in typing accurately from rough draft, plain copy or dictating equipment. Ability to make simple computations and tabulations accurately. Ability to follow simple oral and written instructions. Ability to learn assigned clerical tasks readily and adhere to prescribed routines. Ability to establish and maintain effective working relationships with other employees and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.