

**CLASSIFICATION:** SECRETARY I

**Class Code:** 8090-07

**Date Established:** 7-1-92

**Occupational Code:** 1-2-4

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To perform clerical and secretarial duties for a specified organizational unit according to standardized work procedures.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Performs secretarial duties such as using a word processor or typewriter to prepare routine correspondence and reports from rough copy.
- Answers telephone calls and provides standard information or routes calls to appropriate personnel; receives, opens, sorts and distributes incoming mail.
- Transcribes dictation to type routine letters or memoranda.
- Prepares agendas for meetings, takes minutes of meetings, and types notes for distribution.
- Receives and checks office supplies against requisitions, dispenses materials and keeps simple inventory records.
- Maintains filing systems and categorizes items according to established filing system.
- Operates photocopying machine and distributes copied documents as necessary.
- Assists other support staff in performing routine support functions when required.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

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

**Impact:** Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

**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 combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

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**Independent Action:** Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

### **MINIMUM QUALIFICATIONS:**

**Education:** Completion of high school, G.E.D. or its equivalent, including courses in office procedures, word processing, or typing. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** One year's experience in a secretarial position at the level of Secretary Trainee or its equivalent.

**License/Certification:** None required.

**RECOMMENDED WORK TRAITS:** Knowledge of modern office equipment and methods of operation. Knowledge of business English, English grammar, spelling and arithmetic. Knowledge of office practices and procedures. Skill in typing from transcription equipment. Ability to maintain fiscal or agency records and prepare reports from such records. Ability to make arithmetical computations and tabulations accurately and with reasonable speed. Ability to establish and maintain effective working relationships with the public and other employees. 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.