

CLASSIFICATION: SECRETARY TYPIST I

Class Code: 8105-06

Date Established: 12-27-82

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 to prepare routine correspondence and reports from rough copy.
- Answers telephone calls and provides standard information or routes calls to appropriate personnel.
- Opens and distributes all incoming mail for an organizational unit.
- Checks forms for completeness and files materials according to an established filing system.
- Receives and checks office supplies against requisitions, dispenses materials and keeps simple inventory records.
- Operates photocopying machine and distributes copied documents as necessary.
- Assists other support staff in performing routine support functions when required.

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

SECRETARY TYPIST I

Page 2

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 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 Typist Trainee or its equivalent.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of typewriter operations to include its functions. Knowledge of business English, English grammar, spelling and arithmetic. Knowledge of office practices and procedures. Skill in typing. 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.