

DISTRICT HEALTH DEPARTMENT NO. 4 PERSONNEL ADMINISTRATION

Secretary I

NATURE OF WORK

This is a beginning level secretarial worker where typing and computer data entry is a substantial part of the work. Employees in this class, under close supervision, perform secretarial tasks requiring limited judgement in carrying out procedures or instructions. Work is reviewed in process when necessary and upon completion, if necessary. Employee may be privy to sensitive issues and confidential information requiring discretion.

TYPICAL DUTIES:

Receives clients, inquiries and telephone calls, provides information where necessary.

Types letters, memoranda, reports, forms, scientific or technical materials from rough draft or machine records.

Composes letters according to a standard pattern, or from marginal notes or oral instructions.

Considerable effort is provided in the area of scheduling clients for services and assuring appointments are kept.

Acts as recording secretary when required.

May transcribe material from dictation machine.

Types tabulations of figures and crossfoots totals.

Assembles and maintains files and records as per procedures.

Does Routine Sorting and filing.

Handles incoming and outgoing mail and distributes per procedures.

Receives callers and answers telephones as assigned.

Receives and records fees collected.

May operate calculating, duplicating, adding machines, computers, facsimile machines and other office equipment.

Requisitions and distributes supplies, materials and equipment as per procedures.

Proofreads material.

Performs related work as required by Supervisor and/or Administrator.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

KNOWLEDGE, SKILLS AND ABILITIES

Basic knowledge of modern office practices, procedures, and materials.

Basic knowledge of correct English usage, spelling and punctuation.

Basic knowledge of business letter and report formats.

Ability to accept guidance and supervision.

Ability to compare names and numbers accurately and to make arithmetical computations.

Ability to exercise some judgement in the context of established guidelines and procedures.

Ability to compose routine letters.

Ability to set up and type/data enter statistical or tabular material.

Ability to deal with other employees and the public with tact and courtesy.

Ability to lift and carry up to 30 pounds.

Ability to travel to inservices, trainings and other office sites when assigned.

Skill in use of office machines.

QUALIFICATION REQUIREMENTS

High school diploma or its educational equivalent.

Successful completion of interview and typing ability test.

Acceptable personal traits.

ca

6/96