WORD PROCESSING SECRETARY I

NATURE OF WORK IN THIS CLASS:

This is responsible secretarial work involving the substantial operation of word processing user software or equipment.

Employees in this class perform the full range of secretarial and office management duties usually for a program administrator in an office setting, which is dynamic and presents a variety of changing situations and job demands, or in overseeing the operation in a typing and clerical pool.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Develops and implements procedures for expediting the flow of clerical work; sets up and maintains a variety of office records and reports; collects and organizes data and material for a variety of routine administrative reports; devices varied office forms and documents.

Types memorandums, correspondence, reports, statistical and other materials; arranges materials in various formats using defined commands or defined machine codes to achieve a required effect; proofreads typed materials on the video terminal and edits before the printing of documents.

Stores and maintains various statistical data files for fast and easy maintenance and retrieval using a display writer diskette or other appropriate devices; summarizes and prepares varied reports from information stored in the report pack or other similar devices.

Receives visitors or callers and provides information or channels complaints or inquiries to proper sources; uses judgment in handling problems.

Takes and transcribes a variety of correspondence, reports, minutes of meetings and other materials.

Oversees the operation and activities in a typing and clerical pool.

Takes inventory and orders office supplies; processes purchase requisitions, personnel and other standard forms for services; relieves superior of clerical details on minor administrative matters.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of word processor capabilities.

Knowledge of standard secretarial practices and procedures.

Knowledge of standard business English, spelling, punctuation and grammar.

Ability to interpret and apply pertinent organizational and procedural guidelines and requirements.

Ability to design or modify and implement appropriate office practices, procedures and systems.

Ability to exercise good judgment, courtesy and tact in receiving callers, in giving and obtaining information, and in making proper disposition of problems.

Ability to evaluate operational effectiveness and recommend/implement changes to improve effectiveness.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare routine reports.

Skill in the operation of word processing user software or equipment.

Skill in typing at a prescribe rate of speed.

Skill in taking and transcribing a variety of oral dictation involving complex business material at a prescribed rate of speed may be required.

MINIMUM EXPERIENCE AND TRAINING:

A) Three (3) years of progressively responsible office clerical work requiring the operation of word processing user software or equipment, and six (6) months in typing or stenographic work and graduation from high school; **OR**

B) Any equivalent combination of experience and training, which provides the minimum knowledge, abilities and skills.

ESTABLISHED: SEPTEMBER 1982

AMENDED: NOVEMBER 2006

PAY GRADE: G
STEP 1: $18,723
STEP 10: $28,085

HAY EVALUATION:	KNOW HOW:	C I 1	100
	PROBLEM SOLVING:	C 2 (22%)	22
	ACCOUNTABILITY:	B 1 C	25
	TOTAL POINTS:		147

LOURDES M. PEREZ, Director
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