

SECRETARY I

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for independently performing complex clerical operations and administrative support tasks for a department head, administrative officer or program manager. Incumbents typically spend approximately one-half of the work time keyboarding and the rest of the time on record keeping and routine administrative tasks. Employees in this class work under general supervision receiving detailed instructions only where policies have not been determined. This class differs from that of Secretary II by the increased time spent on keyboarding activities and the more limited scope of duties and decision-making responsibilities. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Acts in a secretarial capacity to program directors and/or coordinators and for professional staff.
- Receives callers and telephone calls, records and transmits messages, maintains files, keeps records on budgetary and programmatic activities, attends meetings and takes and transcribes minutes.
- Orders supplies, materials and equipment and maintains an inventory of all material needed to carry out programmatic goals.
- Types correspondence, memoranda, reports and other documents using a typewriter, word processor or personal computer.
- Transcribes correspondence from dictation equipment.
- Composes and types correspondence on matters where policies and procedures are well-defined.
- Screens callers or visitors to determine the nature of the inquiry and refers to appropriate party or office and answers inquiries as appropriate.
- Schedules conferences and meetings and makes travel arrangements.
- Maintains and establishes confidential and general office files.
- Checks, codes and processes requisitions, claims and bills.
- Receives, sorts and distributes incoming mail.
- Prepares and maintains financial, statistical and personnel records.
- Collects information to be used as a basis for reports and memoranda and prepares summaries.
- Answers telephone and gives out information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of office terminology, practices and procedures.
- Good knowledge of business arithmetic and English.
- Good knowledge of the organization and functions of the office to which assigned.
- Ability to handle routine administrative details independently.
- Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed.
- Ability to prepare and maintain program records and routine reports.
- Ability to establish cooperative relations with the public and staff in other governmental and private agencies.
- Ability to carry out oral and written directions.
- Ability to collect information for program operations.
- Physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an associate degree in secretarial science or related field and one year of clerical experience which involved typing; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience which shall have involved typing.

3/8/95

5/8/97

6/28/06