STATE OF TENNESSEE
DEPARTMENT OF HUMAN RESOURCES
CLASS SPECIFICATION

Class Title: **SECRETARY**			Abbreviation: **SECRETARY**
Class Code: **02942**	OCC Code: **3**	Analyst: **ML**	Effective Date: **June 1, 2000**

SUMMARY: Under general supervision, is responsible for typing and clerical work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry working class in the secretary subseries. Incumbent of this class perform a variety of secretarial science duties. This class differs from Administrative Secretary in that an incumbent of the latter performs more complex secretarial duties and duties of wider scope and impact.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. From copy, rough draft, marginal notes, verbal instruction or transcription: types a variety of material of narrative, tabular, statistical and other nature including correspondence, memoranda, abstracts, articles, business, case, legal, medical, other reports, and a variety of other items; if possesses the skill, may take a limited amount of dictation by shorthand; reviews all material typed for spelling, grammar, structure, sense (where applicable), and makes suggestions for improvement where appropriate.

2. Performs a variety of routine clerical functions such as may relate to assembling information, filing, opening, sorting and distributing mail, ordering supplies, keeping supplies on hand and being responsible for same, posting, sorting and related activities; prepares tabulations and performs a variety of figures clerical work including routine activities related to preparing and monitoring the budget of an organizational unit.

3. Acts as receptionist in answering a variety of questions providing assistance concerning nonspecialized matters, explaining procedures, and providing similar level information by telephone.

4. Screens and directs calls and visitors to proper services and provides service as appropriate; maintains appointment calendars, and begins to utilize some judgment in most effective use of superior's time if appropriate or requested.

5. As requested by superior or executive, may routinely disburse work to units and keep tickler file for executive; prepares executive for routine meetings by gathering and ordering materials necessary for meeting; composes routine correspondence from verbal instruction; makes travel arrangements; maintains expense accounts; as requested, may highlight long reports or articles so that reading time required of executive is minimized; may perform a variety of other duties of similar level in assisting an executive in making maximal effective use of time.

(NOTE: Class Specifications are descriptive only and not restrictive; they shall not be construed as declaring the extent or what the duties and responsibilities shall be, or as limiting or in any way modifying the power of the appointing authority to assign duties or to direct or control all employees under his/her supervision, the typical tasks shall not be held to exclude others not mentioned that are of similar kind or quality.)

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6. Operates and/or utilizes a variety of standard business and office machines and equipment including: typewriters, word processors (for training purposes), transcription equipment, telecommunications terminals, scanning devices, calculators, time, date, and serial number stamping machines, graphotypes and addressographs, automatic and manual filing systems, intercommunications system, franking machines (to a limited extent), various copiers, mimeographs, transparency makers, laminators, two-way radios, tape recorders, overhead projectors , electric and manual staplers, pencil sharpeners, telephones and other equipment.

7. May assist in the training of less experienced workers or direct the work of one or two general clerical or other workers of lower classification.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school; qualifying fulltime secretarial or office clerical experience may be substituted for the required education on a yearforyear basis.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Computer Administered Test, 100%, for Career Service positions. Determined by appointing authority for Executive Service positions.

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