

Job Classification Specification

Jobcode Data

Effective Date Job Code 002942 Status A Reg/Temp Preferred

Description SECRETARY

Minimum Salary Range \$2825.00 Maximum Salary Range \$4225.00

Job Classification Specification

Effective Date 06/15/2023

SUMMARY

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 sub-series. An employee in this class is responsible for performing 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.

RESPONSIBILITIES

Documenting/Recording Information:

1. 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.
2. Reviews all material typed for spelling, grammar, structure, logic, and makes suggestions for improvement where appropriate.

Communicating with Supervisors, Peers, or Subordinates:

1. Answers questions to provide assistance and direction regarding policies, procedures, and agency information.
2. Communicates by telephone, e-mail, or personal contact.

Getting Information:

1. Retrieves information from files, internet, and databases regarding personnel, payroll, invoices, accounts receivable, etc.
2. Gathers materials necessary for meetings, interviews, and presentations.

Interacting With Computers:

1. Creates documents and spreadsheets using current office software.

Communicating with Persons Outside Organization:

1. Answers questions to provide assistance and direction regarding policies, procedures, and agency information.
2. Proofreads documents to ensure accuracy of content.
3. Screens and directs calls and visitors to proper services.
4. Notifies technicians if office equipment is not functional.

Administrative Activities:

1. Prepares tabulations and performs a variety of figures including timesheets, mileage, etc.
2. Creates documents and e-mails for internal and external communications from copy, rough draft, marginal notes, or verbal instruction.
3. Distributes work to units and maintains files for executive or supervisor.
4. Performs a variety of routine clerical functions.
5. Files documents and items in both paper and electronic formats according to office preference.
6. Audits employee timesheets to ensure accuracy and completion.
7. Audits business relevant documents for accuracy and completion.
8. Monitors inventory levels of standard office supplies to ensure adequate stock for office functionality.
9. Monitors office equipment to ensure proper working condition.
10. Performs a variety of routine clerical functions such as compiling and assembling information for dissemination.
11. Maintains appointment calendars for office staff.

Inspecting Equipment, Structures, or Material:

1. Inspects office equipment to ensure proper working condition.

QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school.

OR

Qualifying full-time secretarial or office clerical experience may be substituted for the required education on a year for year basis.

Necessary Special Qualifications: Positions within the Division of Rehabilitation Services of the Department of Human Services will be required to:

1. Complete a criminal history disclosure form in a manner approved by the appointing authority;
2. Agree to release all records involving their criminal history to the appointing authority;
3. Supply a fingerprint sample prescribed by the TBI based criminal history records check;
4. Submit to a review of their status on the Department of Health's vulnerable persons registry.

COMPETENCIES

Competencies:

1. Dealing with Ambiguity
2. Learning on the Fly
3. Written Communication
4. Boss Relationships
5. Customer Focus
6. Comfort Around Higher Management
7. Organizational Agility
8. Approachability
9. Patience
10. Time Management

Knowledge:

1. Knowledge of Computer Literacy
2. Knowledge of Customer Service
3. Knowledge of English Grammar
4. Knowledge of Mathematics?

Skills:

1. Active Listening
2. Reading Comprehension
3. Social Perceptiveness
4. Time Management
5. Writing?

Abilities:

1. Memorization
2. Oral Comprehension
3. Oral Expression
4. Speech Clarity
5. Speech Recognition
6. Written Comprehension

TOOLS & EQUIPMENT

1. Audio Visual Equipment
2. Automatic and Manual Filing Systems
3. Calculator

4. Copier
5. Electric and Manual Hole Puncher
6. Electric and Manual Stapler
7. Fax Machine
8. Intercommunication System
9. Laminating Machine
10. Overhead Projector
11. Paper Shredder
12. Pencil Sharpener
13. Personal Computer
14. Postage Meter
15. Printer
16. Scanner
17. Tape Recorder
18. Telephone
19. Time, Date, and Serial Number Stamping Machine
20. Transcription Equipment
21. Two-way Radio
22. Typewriter