

SECRETARY**DEFINITION:**

Under general supervision, perform a variety of responsible secretarial, clerical and administrative work in support of an assigned division or office; inform and assist the public, in person or via the telephone, regarding division and/or departmental policies and procedures; and do other related work as required.

ESSENTIAL JOB FUNCTIONS:

The listed tasks are essential for this job and may include, but are not limited to, the following: Provide secretarial support to one or more managerial, professional, or technical staff positions; type, proofread, and process documents including general correspondence, memoranda, staff reports, and statistical information from rough draft or verbal instructions; compose routine correspondence; compile data; sort, establish and maintain file retrieval systems and pertinent records, prepare and distribute documents; provide counter and telephone customer assistance; receive and respond to inquiries from other departments, other agencies, and the general public; perform clerical support tasks; operate standard office equipment such as the telephone, copier, fax machine, calculator, personal computer, and other automated systems and programs which are relevant to assigned department; order office supplies; screen, sort and distribute mail and prepare outgoing mail and packages; maintain schedules and calendars for staff as assigned. May be required to work shifts, weekends, and/or holidays.

QUALIFICATIONS:

Training and Experience: Requires a high school diploma or G.E.D. and two years of increasingly responsible secretarial and clerical experience. Must have a valid California driver's license at the time of employment.

Knowledge, Skills and Abilities: Must have working knowledge of modern office methods, practices, procedures, and equipment; proficiency with personal computer software and electronic data processing; organizational skills; the ability to correctly spell, punctuate, proofread, and use English grammar; type 50 words per minute, corrected; follow oral and written direction; maintain records; communicate effectively orally and in writing; and work effectively and cooperatively with others.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

While performing the duties of this job, the employee frequently sits, stands, listens, talks, and uses a telephone, calculator, and personal computer with a VDT screen for extended periods of time. Must occasionally stoop, balance, or kneel and use arms, legs, and back to reach for, lift, and/or move objects up to 25 pounds.