

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

SECRETARY I

Position Code: K7901

DISTINGUISHING FEATURES OF THE CLASS

Under direction, independently performs complex secretarial work for a mid-level line manager, or involving technical legal work for legal or quasi-legal management or professional staff; may supervise a small clerical staff while performing secretarial tasks.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Acts as secretary for a line manager or for legal or quasi-legal staff; receives and directs visitors, screens callers and incoming correspondence for priority, importance, and necessity; announces and directs visitors; makes and cancels appointments; maintains and develops public relations through telephone and personal contacts and related correspondence.
2. Maintains an accurate, current and continuous record of forms pertaining to laws, codes, rules and regulations; compiles information for periodic reports; checks correctness of form and content of communications, correspondence and documents requiring supervisor's signature.
3. Maintains files of important correspondence, special assignment material and various statistical records and reports; sets up and maintains files of correspondence and special reports, and/or supervises maintenance of general files for a unit.
4. Receives, opens, reads and routes all incoming mail; prepares clearly understood letters in response to diversified inquiries; prepares bank slips, and deposits monies and funds; signs outgoing letters for the supervisor as authorized.
5. Operates typewriter, dictaphone, adding, duplicating, copying and other clerical machines; uses other related office equipment; may take and transcribe oral dictation.
6. Attends meetings for supervisor when required; gathers materials for speeches and reports.
7. May supervise and assign work to clerical employees performing varied functions; assists supervisor in answering questions, giving information and explaining procedures, rules and regulations; maintains record of inventory and activity reports; requisitions necessary equipment and supplies.

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8. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years high school, with courses in typing and general office procedures and one year clerical experience.

Knowledge, Skills and Abilities

Requires thorough knowledge of business English.

Requires extensive knowledge of office methods, policies and procedures.

Requires extensive knowledge of care and operation of a typewriter.

Requires ability to compose tactful and intelligent correspondence.

Requires ability to prepare and maintain complex records and reports.

Requires ability to supervise a clerical staff, including the assignment and review of work.

Requires the ability to work independently in meeting the public and answering questions relating to the organizations operation.

Requires ability to maintain satisfactory working relationships with other employees and the general public, and to deal with public relations problems courteously and tactfully.

Approved by the Secretary of State Merit Commission - March 12, 1985

Effective - March 16, 1985

EXAMINATION INFORMATION

Tests and Weights: Written Test
 Typing Test

Knowledge Tested: Grammar
 Office Methods and Procedures
 Following Written Directions

Length of Eligibility: 1 year