

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SECRETARY **GRADE:** 6

TITLE ABBREVIATION: SECRETARY **TITLE NO.:** 6623

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: VARIOUS **DIVISION:**

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the performance of basic secretarial functions for one or more supervisory personnel. Work is performed under general supervision with leeway to exercise independent judgement in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Uses word processing software to prepare letters, memos, reports and other materials from clear copy, rough draft, or recorded dictation;

Uses computer applications such as word processing, spreadsheets, e-mail, calendar, and database software in performing work assignments;

Composes routine correspondence or minutes from meetings from verbal instructions, written notes, dictation or taped recordings for supervisor's approval;

Makes appointments and maintains calendars for supervisory personnel to which assigned;

Maintains office files and records in accordance with established procedures;

Receives and distributes mail;

Greets visitors and callers, handles their inquiries, and directs them to the proper person or office;

Assembles a variety of data from office records and outside sources for incorporation in reports;

Operates standard office equipment such as calculators, fax, copy machines, metered mail machines, or computer terminals and printers;

May assist in the budget process, gathering data for budget preparation, typing the budget and monitoring monthly expenses;

May maintain inventory, order supplies and perform related functions;

May prepare and assemble consultant contracts and/or check for accuracy and completeness.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of English and business math; good knowledge of office terminology, procedures and equipment; good knowledge of word processing software; computer skill involving standard word processing, e-mail, calendar, spreadsheets or other database software; ability to follow oral and written instructions; ability to demonstrate proficiency in keyboarding; ability to maintain neat and legible records; ability to get along with others; clerical aptitude; accuracy; dependability; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

NOTE: Computer literacy will be evaluated during the probationary period.

REVISED: 01/03/23 dmc