

San Diego County Office of Education
Personnel Commission

SECRETARY I

Definition: Under general supervision, performs basic clerical and typing tasks according to specific routines. This work consists of routine clerical duties of an entry-level classification.

Typical Tasks: Utilizes a computer or typewriter to type correspondence, forms, reports, and other materials including letters, memoranda, rosters, records, orders, and statistical data such as simple charts, graphs, tables, and budgets; proofreads documents and reports; sorts, screens, prioritizes, and routes incoming mail; answers routine correspondence; maintains schedules of appointments and calendars; collects and summarizes data or information as directed by staff; answers and screens telephone calls; provides information to callers or refers to correct party; orders supplies; performs related duties as required. Employees in this classification perform all duties with tact and professionalism, with emphasis on detail and exactness.

Minimum Qualifications: Knowledge of office methods, equipment and procedures; correct English usage; standard typing formats; alphabetical and numerical filing; telephone reception practices. Ability to type at a net, corrected speed of 50 words per minute; make arithmetic computations; compose basic correspondence; establish and maintain effective working relationships with other staff and the public; communicate effectively orally and in writing; operate a computer keyboard and quickly learn to use the software and on-line systems utilized in the course of business. Office/secretarial training demonstrating the typical tasks listed above. Training and/or work experience involving the use of computers for word processing is required.

Certificates: Typing skill at a net, corrected speed of 50 wpm. Designated position may require shorthand skill and when required must be 90 wpm with 95% accuracy for two minutes.

Distinguishing Characteristics Incumbents of this classification receive direct supervision and generally act in support of a higher level secretarial classification in a large program or division.

Language Requirements: Positions designated Bilingual require oral competency and literacy in Spanish and English and the ability to translate spoken and written English to Spanish and Spanish to English.

Established: 7/79

Revised: 2/01

Approved by Personnel Commission: _____ July 1979 _____