

Secretary

SUMMARY:

Operates word processing equipment (i.e., personal computer, laser printer, and wordprocessing plus graphics software programs) to produce correspondence, reports and other materials.

Utilizes capabilities of equipment to spell check, edit, sort, merge, or otherwise organize data in presentation format.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by supervisor or other employees.
- Takes dictation in shorthand or by machine and transcribes notes on typewriter or computer, or transcribes from voice recordings.
- Files correspondence and other records.
- Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
- Greets visitors, ascertains nature of business, and conducts visitors appropriate person.
- Makes copies of correspondence or other printed matter.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)