

# Secretary

To The Director of Development

## **General Definition and Conditions of Work:**

Provides administrative and technical assistance for the Department. Maintains all records and files. Coordinates special projects and financial accounts. Completes detailed and complex reports. Primarily responsible for clerical work related to economic development.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken work levels; visual acuity is required for visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

## **Essential Functions/Typical Tasks:**

Providing general clerical support work; typing, word processing, data entry, copying, filing and records preparation; assisting the public; types, prepares and checks statements, forms, records and other materials for accuracy, completeness and conformity with established procedures; types letters, memorandums and other material from rough drafts, marginal notes, or verbal instructions; maintains files; enters, verifies and interrogates computer records; answers telephones, relays messages; responds to routine questions; classifies, codes and files reports, statements, correspondence and other related data; orders office supplies; performs data entry tasks; updates business lists; maintains and records purchase orders for the department; coordinates special mailing projects; assists with monthly newsletter and reminder cards for OGCP; performs related tasks as required.

## **Knowledge, Skills and Abilities:**

General knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of business English, spelling and arithmetic; ability to type accurately and at a reasonable rate of speed; ability to make arithmetic calculations and file alphabetically; ability to establish and maintain effective working relationships with associates and the general public; ability to understand and follow oral and written instructions.

## **Education and Experience:**

Any combination of education and experience equivalent to graduation from high school including or supplemented by a course in typing and some clerical and typing experience.