

SECRETARY 2002

Distinguishing Characteristics of Work

This is work performing routine secretarial and clerical duties including typing using a personal computer, filing, photocopying, answering the telephones, routing calls and greeting visitors to the court. This position will provide secretarial and clerical assistance to a higher level support position such as an Administrative Secretary, or a professional position such as an Administrative Assistant. The Secretary is responsible for proofing all prepared texts for spelling, punctuation, and format. Work is performed under general supervision.

Education and Training Guidelines

Graduation from a standard high school and one year of secretarial or clerical experience.

Knowledge, Skills, and Abilities

Knowledge of and ability to use a word processor and/or personal computer word processing applications such as MS Word. Knowledge of the rules of English grammar, spelling, and punctuation. Ability to communicate clearly. Ability to deal patiently with the general public. Ability to operate a sophisticated telephone system.

Effective: July 1, 1993

Revised: October, 2007