

C - XI  
STENOGRAPHER/SECRETARY  
OCCUPATIONAL GROUP [277]

CODE NO. 10252

**SECRETARY**

**Duties and Responsibilities**

This class of positions encompasses typing, secretarial and related office activities utilizing manual and automated office systems; duties may include employee supervision. There are four Assignment Levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work.

**Assignment Level IA**

Under supervision, performs typing, secretarial and related office work with limited latitude for independent judgment.

Performs typing work including copy typing from rough or clear drafts, typing statistical tables, and typing transcription from tapes and varityping.

Performs secretarial work, including scheduling appointments and other general office work.

Performs basic word processing assignments using word processing equipment or other automated office equipment; may perform basic data entry functions.

Reviews and corrects typed material to ensure correct spelling, syllabification, punctuation, and proper format.

May respond to routine telephone calls; refers calls and visitors to appropriate staff.

C - XI  
STENOGRAPHER/SECRETARY  
OCCUPATIONAL GROUP [277]

CODE NO. 10252

SECRETARY (continued)

Assignment Level IB

Under supervision, in addition to performing all of the duties of Assignment Level IA, regularly performs stenographic duties and takes dictation.

Assignment Level IIA

Under supervision, performs responsible typing, secretarial and related office work with some latitude for independent judgment. In addition to performing duties of Assignment Level I, performs more difficult duties as follows:

Performs responsible typing and word processing work, such as typing routine letters, varying details to suit circumstances.

May instruct a small group engaged in the performance of typing, word processing, and office operations.

Performs secretarial work, including scheduling of appointments and other general office work.

In the temporary absence of the supervisor, may perform his/her supervisory duties not in excess of 30 days or 210 hours in a calendar year.

Assignment Level IIB

Under supervision, in addition to performing all of the duties of Assignment Level IIA, regularly performs stenographic duties and takes dictation.

C - XI  
STENOGRAPHER/SECRETARY  
OCCUPATIONAL GROUP [277]

CODE NO. 10252

SECRETARY (continued)

Assignment Level IIIA

Under supervision, performs moderately difficult secretarial, typing, related office and/or supervisory duties, with latitude for independent judgment. In addition to performing duties of Assignment Level II, performs more difficult duties as follows:

Serves as secretary to a high level employee relieving principal of routine duties and performs general office work, including scheduling appointments.

Utilizing automated office systems, performs complex word processing assignments, involving independent performance of work, such as setting up and/or performing assignments which require the application of other than standard document or file formats; trains staff performing lower level word processing work.

Supervises and trains subordinate staff or a unit or group(s) engaged in typing, word processing, secretarial and office duties.

Plans, assigns, and reviews the work of subordinates, and is generally responsible for the satisfactory completion of the work performed in the unit or group(s).

Serves as principal assistant to a supervisor of a larger section, or unit engaged in secretarial, typing, word processing and office activities.

Assignment Level IIIB

Under supervision, in addition to performing all of the duties of Assignment Level IIIA, regularly performs stenographic duties and takes dictation.

C - XI  
STENOGRAPHER/SECRETARY  
OCCUPATIONAL GROUP [277]

CODE NO. 10252

SECRETARY (continued)

Assignment Level IV

Under supervision, performs difficult secretarial, stenographic, typing, word processing, office and/or supervisory duties, with latitude for independent judgment. In addition to performing duties of Assignment Level III at a more difficult level, performs the following duties which may include employee supervision:

Trains less experienced word processing equipment users in the application of advanced methods.

Oversees and supervises assigned staff in production of large assignments. Reviews and edits completed assignments for accuracy and compliance with assignment instructions.

Schedules the word processing production of large volumes of documents or reports.

Devises new procedures; schedules operations and assigns personnel engaged in word processing functions; directly supervises and trains personnel in all facets of word processing operations; assists staff in solving word processing problems of moderate difficulty.

Maintains records and makes progress reports.

May supervise, coordinate and prioritize complex activities of office employees by processing, recording, checking, and maintaining records, furnishing information, and preparing reports.

C - XI  
STENOGRAPHER/SECRETARY  
OCCUPATIONAL GROUP [277]

CODE NO. 10252

SECRETARY (continued)

Qualification Requirements

A four-year high school diploma or its educational equivalent.

Skills Requirement

Ability to type at a minimum rate of 35 words per minute. Ability to take dictation at the rate of 80 words per minute is also required for those positions performing stenographic duties.

Direct Lines of Promotion

From: # Clerical Aide (10250)

To: Principal Administrative  
Associate (10124)

# Permanent employees in the title of Clerical Aide shall be afforded the opportunity to be promoted to Secretary provided that they have the ability to type at a minimum rate of 35 words per minute.