

IOWA DISTRICT DEPARTMENTS OF CORRECTIONAL SERVICES

#60125

SECRETARY

GENERAL STATEMENT OF DUTIES:

Performs secretarial and related quasi-technical support services of moderate to considerable diversity and scope. Performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This is responsible secretarial work involving performance of a number of varied tasks and requiring knowledge and application of office computer skills. Considerable judgment is required in the application of prescribed procedures and methods or in establishing or adapting work procedures to new situations. Duties may include minor administrative tasks to conserve the time of supervisory staff. The work may be reviewed upon completion, but frequently no review is made of data compiled or records prepared.

EXAMPLES OF WORK: (illustrative only)

Uses office computer and related hardware to prepare documents, reports and other materials, submits material to computer networks, and uses electronic formats to send and store materials.

Prepares replies to correspondence from brief dictated notes or on own initiative from available reference sources.

Types tables, letters, notices, reports, and miscellaneous documents from rough drafts, stenographic notes, or tapes.

Prepares and routes interoffice forms, requisitions, and related documents with supervisory approval.

Reads and routes incoming mail and assembles files and other materials to facilitate reply by staff.

Screens visitors, telephone calls, and incoming mail, personally answering or referring those inquiries which in the employee's judgment do not require other staff's attention.

Relays instructions to other staff on behalf of a supervisor. Collects data from other organizational units, and otherwise responds to requests from elsewhere in the agency concerning procedural or administrative requirements.

Enters data into a data processing system by utilizing a computer terminal. May delete information from the ICBC system with supervisory authority.

EXAMPLES OF WORK (Cont'd)

Retrieves information by utilizing a computer terminal.
May perform routine accounting duties.

Procures supplies, equipment, and repair services through agency channels.

Prepares agenda for meetings and takes minutes of official and informal meetings.

DESIRED KNOWLEDGES, SKILLS, AND ABILITIES:

Good knowledge of office terminology, procedures, and equipment and of business arithmetic and English.

Some knowledge of elementary bookkeeping.

Ability to take or transcribe oral or written dictation at a high rate of speed.

Ability to follow complex oral or written directions.

Demonstrated ability to maintain complex clerical records and prepare reports from such records.

Ability to make decisions in accordance with established procedures.

Ability to maintain confidential nature of reports.

Ability to make mathematical computations rapidly and accurately.

Ability to perform the essential functions of the position.

REQUIRED EXPERIENCE AND TRAINING:

Completion of high school or G.E.D. and two years of satisfactory clerical experience; or

Completion of high school or G.E.D. and two years of post high school clerical/business school training; or

Any equivalent combination of the above; AND

Ability to satisfactorily complete performance tests as required.

ESSENTIAL FUNCTIONS:

Ability to communicate effectively with staff and others to obtain, process and accomplish assigned work.

Ability to adequately operate office equipment such as telephone, copier, facsimile, dictating/transcription equipment, calculator, or personal computer required to perform work assignments of the specific position.

Ability to travel and attend training and meetings related to performance of job duties.

Ability to understand and follow directions and process data and information provided to accomplish assigned work.

Adopted March 1, 1987
Revised July 1, 1990
Revised January, 1993

Adopted

Date

Merric J. Murray, Human Resources Director

Revised March, 1997