



Senior Secretary

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
667	Non-exempt	6 – Administrative Support	ATU	Clerical – 11	March 1983	NA	1 of 1

DEFINITION: Under general supervision, serves as secretary to managerial or supervisory personnel in various Division departments, performs a wide variety of skilled and responsible secretarial duties; and may provide work direction and training to other ATU clerical staff.

REPORTS TO: Managerial or supervisory personnel in the department or unit of assignment, or designee.

ESSENTIAL FUNCTIONS may include, but are not limited to the following:

- Schedules business appointments, meetings, and conferences; notifies participants; prepares agendas and other required materials; and arranges itineraries for business trips.
- Maintains important, sensitive, and confidential files and records; and updates files and records as required.
- Screens incoming calls, provides information to the public or District personnel in accordance with established procedures, responds to caller requests, or refers callers to appropriate staff.
- Greets visitors and escorts them to appropriate personnel or departments.
- May take or transcribe dictation given verbally or by tape recording, as required.
- May provide work direction and on-the-job training to clerical staff
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: The rules of composition, grammar, spelling, and punctuation; standard office and record keeping procedures and practices; standard office equipment including personal computers, typewriters, and calculators; currently used software programs for word processing and spreadsheets at the intermediate level of proficiency.

Ability To: Evaluate clerical operations and develop appropriate procedures and modifications; exercise initiative and independent judgment; work under tight deadlines under frequently stressful situations; communicate effectively in English both orally and in writing; and establish and maintain effective relationships with those contacted in the course of work using principles of good customer service.

Education: Equivalent to completion of the 12th grade.

Experience: Three (3) years of progressively responsible clerical experience, including one (1) year as a secretary to a department supervisor or manager.

Special Requirements: (1) Must be able to type on a computer keyboard at the rate of fifty (50) net words per minute. (2) May be required to demonstrate proficiency with commonly used software programs for word processing and spreadsheets at the intermediate level of proficiency.

NOTE: This job description was written in March 1983. The basic language has not been revised. For practical reasons, it has been transcribed in the MS Word format. References to outdated office technology were deleted, and substituted with references to current computer technology related to clerical functions.