

Category: 318
Exc. Qual. Std. 34
Approved: August 11, 1989
Authorization P. L. 95-561

SECRETARY

CATEGORICAL PAY LEVEL:

Pay Level: 01
Pay Level: 02

DESCRIPTION OF WORK:

The Secretary as the principle clerical assistant in the office, performing various clerical tasks in accordance with established procedures requiring knowledge of the office filing system and various references and handbooks commonly used and minor administrative and business details. Other tasks may include responsibility for distributing and controlling mail; maintaining leave records; referring telephone calls and visitors; arranging meetings and travel for office staff; completing various forms including travel vouchers; code sheets, requisitions, etc., from general instructions; arranging meetings and conferences; requesting supplies, equipment and services; setting up files and records; composing and typing routine correspondence; gathering and researching files; and preparing statistical or other reports. The incumbent uses initiative to independently perform recurring or unusual office work. Only problems and unfamiliar situations not covered by instructions are referred to the supervisor. Incumbent must possess skill in operating a typewriter, word processor or computer and have knowledge of correct grammar, spelling, punctuation and required formats. May in some cases supervise other clerical staff. May keep cuff accounts.

LEVEL OF RESPONSIBILITY:

A. **Level 01** – Secretaries at small schools supervised by a principal or equivalent positions at pay level 05 or pay level 06 (GS-11 or 12 equivalent) are assigned pay Level 01. Secretaries to subordinate supervisors at pay level 06 or below, or levels 11-17 at a school or agency are assigned Level 01. The base increment for Level 01 secretaries is increment 10.

B. **Level 02** – Secretaries at large schools supervised by a principle or equivalent position at pay Level 07 or 08 and secretaries to Agency Superintendents for Education are assigned Level 02. Secretaries to subordinate supervisors at pay level 07 or 08 may be assigned pay Level 02.

The title of this position may be modified based on job requirements when appropriate; i.e., secretary (stenography).

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

- A. Level 01 – Graduation from high school and 1 year clerical or secretarial experience.
- B. Level 02 – An applicant may qualify or Level 02 in one of three ways.
 - (a) graduation form high school or GED supplemented by two years of college or secretarial training and two years experience as a secretary; or

- (b) graduation from high school or GED supplemented by four years of successful experience as a secretary equivalent to pay level 01 responsible to a department head or equivalent supervisor; or
- (c) by an equivalent combination of training and experience as indicated an A or B above.

For both levels, applicants must possess all of the following secretarial skills: typing, filing, answering telephones, greeting visitors, and composing non-technical correspondence. A qualified typist is required.

PROFICIENCY REQUIREMENTS:

In addition to meeting experience and education requirements, applicants for this position must show possession of the following skills, as appropriate:

Typing	40 WPM	Based on a five minute performance test with three or fewer errors.
Stenography	80 WPM	The maximum number of errors allowed in a performance test equals 10 percent of the required dictation speed (80 WPM) multiplied by the number of minutes in the test.

Applicants may meet these requirements by self-certifying their proficiency or presenting a certificate of proficiency from a school, business college, or other organization authorized to issue such certificate by the Office of Personnel Management. Performance test results and certificates of proficiency are acceptable for three years. Selecting officials may verify proficiency skills of self-certified applicants by administering the appropriate performance tests.

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must have mental and emotional stability.