



JOB DESCRIPTION

POSITION: Secretary I
CLASSIFICATION: Civilian
POSITION RANGE: #12
REPORTS TO: Personnel Officer
FLSA STATUS: Non-Exempt

General Statement of Duties

Under general supervision, provides secretarial and clerical support to the administration office. Operates multi-line telephone system; greets the public; provides routine information to the public; performs routine clerical work such as typing, word processing, data entry, filing, scheduling, office equipment maintenance, and mail processing.

Essential Functions

Acts as receptionist and performs a wide variety of clerical work including typing, word processing, data entry; filing; answering telephone system, making referrals, taking messages, and directing incoming calls; types letters, memorandums, and other materials from oral direction, rough draft, taped typed or handwritten material or notes; receives, sorts and distributes incoming and outgoing mail; operates and maintains all office equipment; maintains office supplies; sorts and files documents. Must be able to reach, stoop or bend repeatedly to place or retrieve objects from a shelf or filing cabinet four (4) feet or lower. Must be able to sit and operate office equipment for extended periods of time. Must be able to work safely without presenting a direct threat to self or others.

Minimum Qualifications

Knowledge of:

- Modern office practices, procedures, and equipment.
- Principles and techniques of business document writing.
- Appropriate language usage, spelling, grammar, and punctuation.

Ability to:

- Operate computers with selected software programs.
- Make arithmetical calculations.
- Learn, understand, and abide by the rules, regulations, and policies of the organization.
- Perform responsible secretarial work involving the use of independent judgment.
- Analyze situations carefully and adopt effective courses of action.
- Independently prepare routine correspondence and memorandums.
- Type at a speed necessary for successful job performance.
- Perform tape/disk transcription at a speed necessary for successful job performance.
- Implement and maintain standard filing and computerized record keeping systems.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative, working relationships with those contacted in the

course of work, both internally and externally.

Required Training and Experience

- High school graduate or its general equivalency, including coursework in business technology.
- Three (3) years of responsible secretarial/clerical experience.

Additional Requirements and Qualifications

- Must be a minimum 18 years of age.
- Possession of a valid Arizona Drivers License.
- Must provide certified Motor Vehicle Driver Record (MVDR) and pass MVR/Insurance inquiry.
- Must pass background investigation.
- Must pass pre-employment substance (drug/alcohol) screening.
- Must be a U.S. Citizen or provide proof of employment eligibility to work in the United States.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment or shift.

This job specification should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents will follow any other instructions, and perform any other related duties as may be required by their supervisor.

