

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Secretary I

CLASS CODE: 1131

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification provide secretarial and clerical support to departments within the City of St. Louis

DISTINGUISHING CHARACTERISTICS:

This is an entry-level secretarial classification in the General Clerical Series - Secretarial Group job family within the City of St. Louis. Incumbents in this classification perform routine duties with a limited variety of related tasks. The distinguishing characteristics of this classification within the series include responsibility for the performance of basic secretarial duties such as routine and/or repetitive typing, filing, and receptionist duties requiring little independent judgment and initiative. While employees in this class may perform a variety of clerical duties, secretarial support duties such as typing correspondence constitute a majority of the position's time.

Incumbents new to the classification work under direct supervision. Duties are performed according to determined instructions and prescribed by standards and procedures. The supervisor may, or may not, be present at all times.

Following a period of time in the position, incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Types a variety of routine documents such as applications, lists, forms, labels, routine correspondence, invoices, permits, personnel related documents, envelopes, vouchers, and requisitions.

Attends meetings and takes and transcribes dictation.

Answers and directs calls; takes messages or refers callers to appropriate city personnel.

Sorts, proofs, and processes payments, vouchers, invoices, applications, etc.

Opens, date stamps, and distributes mail; prepares mailings; posts mail on postage meter, and records postage used.

Maintains records such as attendance records.

Logs information such as batch transmittals, dollar totals, and other data.

Performs clerical support duties such as copying, scanning and faxing information.

Makes file folders and files correspondence and records.

May order supplies and materials.

May schedule meetings and make travel arrangements.

May compose routine correspondence.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.

Human Interaction:

Requires the ability to explain, demonstrate and clarify to others such as co-workers and customers within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer, typewriter, copy and fax machines, or other office machines, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a wide variety of reference and descriptive data and information such as reports, memos, routine correspondence, requisitions, policies and procedures.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and division; calculate decimals and percentages.

Functional Reasoning:

Requires the ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties that may be subject to frequent change.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work.

Tasks may involve extended periods of visual concentration at a keyboard or workstation.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of colors, shapes, and sounds associated with job-related objects, materials and tasks.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.