

JOB TITLE: Secretary I – Grade 7

REPORTS TO: CWA Staff; CWA Organizer; Information Technology Analyst;
Coordinator/Supervisor.

Narrative –

Performs general office duties thereby relieving analysts of clerical functions. Will generally work in a one-on-two relationship, but may be assigned to a less or greater number depending on the location and circumstances.

Performs a variety of clerical/administrative tasks which are auxiliary to the work of the supervisor and which do not require a technical or professional knowledge of a specialized area. Performs secretarial duties that require a general knowledge of the organization, its procedures and practices. Work involves the application of standard practices and the ability to make minor and routine decisions. Refers decisions in complicated or specialized situations to supervisor. Supervisor frequently checks accuracy and quality of work. Daily work is planned and scheduled.

Duties and Responsibilities

- Performs all secretarial functions as required by Supervisor. Duties include typing, word processing, and data entry from a variety of sources such as: handwritten rough drafts, form letters, forms, reports, printed materials, columns of numbers, etc.
- Answers telephone, takes messages or refers calls to appropriate department.
- Arranges and maintains accurate records and files. Must be able to retrieve information from records and files upon request.
- If required by Supervisor, keeps calendar, schedules, appointments and conferences, makes travel arrangements.
- Performs liaison duties between Supervisor and his/her subordinates and other offices.
- Receives and distributes mail; may handle or compose correspondence or take action without direction from Supervisor.
- Operates routine office equipment such as Xerox, Fax, etc.
- Performs all other miscellaneous general office duties as required, some of which may require independent judgment.
- May be required to travel.

Qualifications:

Typing

- Working knowledge of WordPerfect, Microsoft Word, Excel, and the ability to learn new software and computer equipment as required by Supervisor or as technology changes.
- Good communication and listening skills.
- Physical attributes required include the use of arms and hands for typing/word processing.
- Ability to sit for long periods of time.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel objects, writing instruments or keyboard controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include both close and distance vision.

Human Resources Director

Chief Steward, OPEIU Local 2

Date

Date