

Job Title: Secretary II - Grade 8

Reports to: Administrative Assistant, Department Director, CWA Staff, Organizer, Coordinator, Supervisor

Narrative:

Performs general office duties thereby relieving immediate supervisor of minor clerical functions. Will generally work in a one-on-one relationship, but may be assigned to work for more than one staff in some locations.

- 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 thorough knowledge of the organization, its procedures and practices.
- Pace of work is erratic, with periods in which work is rapidly paced.
- Duties are generally diverse with some duties requiring analysis and reasoning.
- Work involves the application of standard practices. Frequent decisions are required, often involving initiative in identifying problems and potential solutions. Most tasks are performed according to clear guidelines, although many tasks are performed by the incumbent in accordance with broad general guidelines. Exercises independent judgment on complicated or special matters.

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. May be required to compose correspondence or take action without direction from supervisor. May be required to use Dictaphone or transcription of other recorded data.
- Answer telephone, takes messages or refers calls to appropriate department. Regular contact with local members, local officers and or / the external public is required.
- Arranges and maintains accurate records and files. Must be able to retrieve information from records and files upon request. May be required to summarize data, check reports, records and other data for accuracy.

- May be required to order supplies for department with approval.
- Keeps calendar, schedules appointments and conferences, makes travel arrangements.
- Performs liaison duties between supervisor and other employees and offices.
- Receives and distributes mail.
- Operates routine office equipment including computer, label maker, copier, FAX.
- Performs other miscellaneous general office duties as required, some of which may require independent judgment.
- May be required to travel.

Qualifications:

- Typing – minimum speed - 65 words per minute
- Working knowledge of Microsoft Windows, WordPerfect or Microsoft Word, Excel.
- Ability to learn new software and computer equipment as required by supervisor or as technology changes.
- Good communication and listening skills.
- Knowledge of routine, slightly technical work practices.
- Ability to understand and follow moderately technical instructions.

Physical Demands:

The physical demands described herein 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 for long periods of time, 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.

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Human Resources Director

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Chief Steward, OPEIU Local 2

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Date

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Date