

City of Bellingham  
**Classification Specification - Civil Service or AFSCME**

CLASS TITLE	Secretary I
DEPARTMENT	Interdepartmental
UNION:	114
SG:	
CS:	
FLSA:	
EE04CODE:	

**NATURE OF WORK:**

Performs entry-level basic secretarial, clerical and receptionist duties to support departmental operations.

**DISTINGUISHING CHARACTERISTICS:**

Positions assigned to the Secretary I classification are entry-level secretarial positions distinguished by the requirements for basic secretarial skills to perform basic secretarial, clerical and receptionist functions such as: typing routine correspondence and reports; maintaining files and records; and receiving and directing calls, mail and visitors. Work is performed within clearly defined procedures.

**SUPERVISORY RELATIONSHIPS:**

Reports to various levels of supervisors.

**EXAMPLES OF WORK:**

1. Receives and directs incoming calls, mail and visitors. Takes messages, answers general questions and furnishes information regarding established department procedures, policies and services.
2. Types general correspondence, reports, cards and memos utilizing word processing equipment.
3. Sets up and maintains files and departmental records; files and retrieves data and documents as necessary.
4. Schedules appointments, meetings and training events for department staff as instructed. Notifies those served of itineraries and appointments.
5. Processes material requisitions and purchase orders as instructed, maintaining correspondence, records and files.
6. Provides back-up to other secretarial/clerical staff members as assigned.

7. Performs other related duties as assigned.

**PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):**

- Knowledge of basic secretarial practices and office procedures.
- Knowledge of business English, composition, spelling, grammar and punctuation.
- Good verbal communications skills to deal with the public and co-workers using courtesy and tact.
- Ability to operate standard office equipment such as word processor, video terminal and calculator.
- Ability to add, subtract, multiply and divide with accuracy.
- Knowledge of filing and recordkeeping systems and the ability to maintain them.
- Ability to understand and explain clearly established departmental policies and procedures.
- Physical ability to perform required duties.

**EXPERIENCE AND TRAINING:**

- One year of general office experience including secretarial and clerical duties or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.
- Training and/or experience in word processing preferred.
- Ability to type 45 wpm net.
- Police security clearance is required prior to hire for selected positions.
- A candidate on an eligibility register for a position in an Office Worker promotional classification will not be removed for cause if s/he refuses an interview for a vacant position in the classification.

**PREPARED BY:** Kenny Consulting Group

**COMMISSION ADOPTION:** September 9, 1987

0037S