

CLASSIFICATION SPECIFICATION
LORAIN COUNTY
 An Equal Opportunity Employer

TITLE: Secretary 2

Page 1 of 2

CLASS NO: 11422

JOB RESPONSIBILITIES: Under direction, types records and files documents processed through individuals departments; takes and performs other related duties as transcribes dictation; opens, screens, sorts and distributes mail; answers telephone and screens or transfers calls required to appropriate individual; greets public; schedules meeting and appointments.

QUALIFICATIONS: Course work, training, work experience, or equivalent combination: Completion of secondary education supplemented by course work in secretarial science plus three years secretarial experience.

License, certificate, or registration requirements:

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties [* indicates developed after employment])
50-70	1. Performs routine administrative and secretarial duties to assist with the efficient operation of office; types documentation for (e.g., monthly reports, statistical charts, resolutions, executive actions, notices, warrants, memorandum, newsletters, confidential data, vital statistics, purchase orders, invoices etc.); compiles statistics to be used in reporting departmental operations; takes and transcribes dictation through shorthand or dictating equipment; compose routine letters.	1. Knowledge of *(a) department policies and procedures, (b) office practices and procedures; Ability to (c) carry out instructions in writing and/or oral form, (d) calculate fractions, decimals and percentages, (e) maintain accurate records, (f) communicate effectively in written and/or oral form, (g) take and transcribe dictation, (h) gather, collate and/or classify information about data, people and/or things; Skill in (i) typing, (j) memory typewriter, word processor and/or computer, (k) shorthand, l dictating equipment.
10-20	2. Develops and maintains filing and records systems within Department; operates photocopy machine; arranges schedules,	2. Knowledge of *(a) (b); Ability to (c) (d) (e) (f) (h); Skill in (i) (m) photocopy machine.

TITLE: Secretary 2

DAS APPROVAL

CLASS NO: 11422

DATE: _____

Date Revised

CLASSIFICATION SPECIFICATION
LORAIN COUNTY
 An Equal Opportunity Employer

TITLE: Secretary 2
CLASS NO: 11422

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties [* indicates developed after employment])
10 to 25	meetings, conferences, workshops etc. 3. Receives, opens screens, sorts and distributes mail; prepares outgoing mail for delivery; assists the public and employees as necessary; makes travel arrangements; answers, screens routes and/or takes messages from telephone calls; maintains and orders office supplies; 4. Other duties as assigned	3. Knowledge of (a) (b) (m) public relations; Ability to (d) (e) (f) (h).

TITLE: Secretary 2
CLASS NO: 11422
 Date Revised

DAS APPROVAL
DATE: _____