

CLASSIFICATION SPECIFICATION
LORAIN COUNTY
 An Equal Opportunity Employer

TITLE: Secretary 2
CLASS NO: 11422

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

QUALIFICATIONS: Course work, training, work experience, or equivalent combination: Completion of secondary education supplemented by course work in secretarial science plu 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
10-20	2. Develops and maintains filing and records systems within Department; operates photocopy machine; arranges schedules,	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, 1 dictating equipment. 2. Knowledge of *(a) (b); Ability to (c) (d) (e) (f) (h); Skill in (I) (m) photocopy machine.

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10 to 25	<p>meetings, conferences, workshops etc.</p> <p>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;</p> <p>4. Other duties as assigned</p>	<p>3. Knowledge of (a) (b) (n) public relations; Ability to (d) (e) (f) (h).</p>

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