

**SECRETARY 1**  
**SECRETARY 2**

DEFINITION

To perform a wide variety of secretarial, clerical, technical, stenographic, and typing duties; and to perform related duties as assigned.

CLASS CHARACTERISTICS

Secretary 1: This is the entry level class in the Secretary series. This class is distinguished from the class of Secretary 2 by the performance of the more routine tasks and duties assigned to positions within the series including typing routine correspondence and scheduling appointments for staff.

Secretary 2: This is the full journey level class within the Secretary series. Employees within this class are distinguished from the Secretary 1 by the performance of the full range of duties as assigned including taking dictation and writing routine correspondence. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Executive Secretary in that the latter provides secretarial support to a department head or equivalent level manager. This class is distinguished from the Administrative Secretary in that the latter provides secretarial support to a major division head or equivalent level manager.

SUPERVISION RECEIVED AND EXERCISED

Secretary 1

Receives supervision from a departmental supervisor or manager.

Secretary 2

Receives general supervision from a departmental supervisor or manager.

LANE COUNTY  
Secretary 1 and 2 (Continued)

EXAMPLES OF DUTIES

Secretary 1

Duties may include, but are not limited to the following:

Performs secretarial, clerical and technical duties in support of office department or division staff.

Types a variety of correspondence, memoranda, reports and other materials.

Takes and transcribes dictation, including material of a confidential nature or transcribes dictation from voice recording equipment; attends and records the proceedings of meetings.

Arranges and schedules a variety of meetings and conferences; records and schedules appointments.

Establishes and maintains filing systems and records.

Maintains records for a variety of programs.

Reviews and checks documents, records and related forms for accuracy, completeness and conformance to applicable rules and regulations.

Reviews reports and maintains records of expenditures.

Opens, date-stamps and distributes mail; identifies and refers matters to the assigned manager and staff in order of priority.

Receives visitors, sets up appointments, screens visitors and telephone calls and refers to appropriate staff members.

Maintains personnel records and files.

Operates a variety of office equipment and appliances; orders and maintains inventory of office supplies and equipment; operates a computer terminal to input and retrieve data.

LANE COUNTY  
Secretary 1 and 2 (Continued)

EXAMPLES OF DUTIES

Secretary 2

In addition to the duties for Secretary 1:

Serves as secretary to a division head, relieving the manager of a variety of clerical and technical duties.

Establishes and maintains complex interrelated filing systems and records.

Serves as a liaison between manager, staff and other offices and officials; maintains a calendar and schedules travel arrangements.

Composes correspondence independently or from general oral or written instructions; provides information in person or by telephone where judgment, knowledge and interpretation of policies and regulations are necessary.

May make recommendations on clerical appointments and improved office procedures; may coordinate and oversee the work of clerical staff.

Collects and compiles statistical and financial data and other information for inclusion into special and periodic reports; assists in preparing budget estimates.

MINIMUM QUALIFICATIONS

Secretary 1

Knowledge of:

Elements of correct English usage, spelling, grammar, punctuation and vocabulary.

Modern office procedures, methods and computer equipment.

Receptionist and telephone techniques.

Modern filing systems and practices.

Basic arithmetic.

LANE COUNTY  
Secretary 1 and 2 (Continued)

Ability to:

Perform a wide variety of secretarial, clerical and typing functions.

Learn and apply specific rules, policies and procedures of the assigned office, division, department or program.

Operate a variety of standard office equipment and a computer terminal.

Prepare correspondence and reports from general instructions and marginal notes.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Type at the speed required for successful job performance.

Take dictation at the speed required for successful job performance and transcribe it accurately.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in secretarial sciences, office management or a related field is desirable.

Experience:

One year of responsible secretarial and clerical experience is desirable.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

LANE COUNTY  
Secretary 1 and 2 (Continued)

MINIMUM QUALIFICATIONS

Secretary 2

In addition to the qualifications for Secretary 1:

Knowledge of:

Complex filing systems and practices.

General County organization, policies, rules, and programs.

Ability to:

Perform a wide variety of stenographic and office support functions.

Interpret and apply specific rules, policies, and procedures of the assigned office, division, department or program.

Analyze situations accurately and adopt an effective course of action.

Take responsibility and use good judgment in recognizing scope of authority.

Deal tactfully and courteously with other County staff and the general public.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in secretarial sciences, office management or a related field is desirable.

Experience:

Two years of responsible secretarial and clerical experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.