

## SECRETARY, CLASS I

### Nature of work

The principal and customary work of the employee in this employment class consists in carrying out the various tasks in a secretarial department, particularly the more complex duties of collaboration with one or many persons.

Rate your skills	Yes	No
I can easily write texts, compose and draft department memos and correspondence.	<input type="checkbox"/>	<input type="checkbox"/>
I can analyse and make an oral or written summary of documents.	<input type="checkbox"/>	<input type="checkbox"/>
I have the necessary knowledge to set up tabular or graphical charts.	<input type="checkbox"/>	<input type="checkbox"/>
I can write reports of the meetings I attend.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to identify various documents which might be interesting to the personnel of an administrative unit and see to their dispatch.	<input type="checkbox"/>	<input type="checkbox"/>
I can give advice to the personnel on administrative terminology and on the way of producing letters and documents.	<input type="checkbox"/>	<input type="checkbox"/>
I can participate in the development of classification systems and keep them up to date.	<input type="checkbox"/>	<input type="checkbox"/>

### Required skills

I have an excellent knowledge of spelling and grammar.	<input type="checkbox"/>	<input type="checkbox"/>
I communicate easily with people.	<input type="checkbox"/>	<input type="checkbox"/>
I have a good analytical capability.	<input type="checkbox"/>	<input type="checkbox"/>