

## SECRETARY, CLASS II

### Nature of work

The principal and customary work of the employee in this employment class consists in assisting one or many people in the carrying out of secretarial tasks related to the current activities that are taking place and to the application of administrative rules.

Rate your skills	Yes	No
I can transcribe texts and letters from stenographic notes, tape recordings or manuscripts.	<input type="checkbox"/>	<input type="checkbox"/>
I can keep up-to-date records and manage date books.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to organize material for meetings, to call on participants and prepare the necessary files.	<input type="checkbox"/>	<input type="checkbox"/>
I can carry out researches effectively and collect information to be included in correspondence or reports.	<input type="checkbox"/>	<input type="checkbox"/>
I can take care of the correspondence.	<input type="checkbox"/>	<input type="checkbox"/>
I am comfortable with telephone communications.	<input type="checkbox"/>	<input type="checkbox"/>

### Required skills

I have a good knowledge of spelling and grammar.	<input type="checkbox"/>	<input type="checkbox"/>
I communicate easily with people.	<input type="checkbox"/>	<input type="checkbox"/>
I have good organization skills.	<input type="checkbox"/>	<input type="checkbox"/>