

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 more persons.

Required qualifications

Schooling and experience

To have a diploma of college studies in an appropriate specialty;

or

to have a secondary school diploma or a diploma of vocational studies in an appropriate specialty or have a diploma or an attestation of studies which is recognized as equivalent by the competent authority and have at least four (4) years of pertinent experience.

Pertinent skills

To have knowledge of shorthand, typing and the setting up of texts.

To have knowledge of the methods and procedures used in administering an office.

Some characteristic duties

The employee in this employment class drafts documents, designs and composes department memos and correspondence; he analyzes and makes a written or oral summary of documents; he compiles statistics and sets them out in tabular or graphical form; he keeps an up-to-date inventory of the work in progress and the work completed.

He prepares the minutes of the meetings he attends.

He identifies, for the purpose of information, different documents which might be interesting to the personnel of the administrative unit and sees to their dispatch.

He advises the personnel on administrative terminology and on the way of producing letters and documents.

He participates in the development of classification systems and keeps them up-to-date.

If need be, he performs any other related tasks.