

SECRETARY, CLASS II

Nature of work

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

Required qualifications

Schooling

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.

Pertinent skills

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

To have sufficient knowledge of the methods and practices used in running an office.

Some characteristic duties

The employee in this employment class transcribes texts and letters from stenographic notes, tape recordings or manuscripts.

He keeps up-to-date records for the persons he assists and manages their appointment books. He organizes material for meetings for the persons he assists, calls on participants and prepares the necessary files. He seeks out and collects information to be included in correspondence or reports. He gathers, classifies and locates files in accordance with established procedures.

He receives, dispatches and sends mail. He takes and transfers telephone calls and provides information of a general nature.

He carries out duplicating, photocopying and reprographic work.

If need be, he performs any other related tasks.