

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 125**

**SECRETARY I**

**GENERAL**

Routine secretarial work in clerical supporting a supervisor in connection with the operations of the office. Work is subject to review and supervision.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Takes dictation concerning correspondence and related matters.

Sets up files and assembles information for supervisor's use.

Makes simple postings to records according to prescribed procedures and performs simple computations on data available from such records.

Opens, sorts, and distributes mail and other correspondence.

Receives, screens and directs callers and provides information.

May answer telephone, operate other simple office machines such as personal computers and other general office machines with such accuracy as can be acquired from their use on the job and not from any skills possessed before employment.

May serve as a back-up secretary in a large department.

Maintains varied records relating to the unit to which assigned. Compiles reports of the operation of the unit.

Orders necessary office supplies.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Some knowledge of business English, spelling, and arithmetic.

Some knowledge of general office practices and procedures;

Ability to learn assigned tasks readily and to adhere to prescribed routines;

Ability to make simple arithmetic computations accurately and with reasonable speed.

Ability to make minor decisions in accordance with departmental procedures.

Ability to understand and carry out oral and written instructions.

Ability to interact effectively with public.

## **MINIMUM QUALIFICATIONS**

Graduation from high school or possession of an acceptable equivalency diploma. One year experience in general clerical/secretarial work, including or supplemented by courses in typing.  
A comparable amount of training and experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

## **SPECIAL REQUIREMENTS**

None

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.