



## Town of Danville

### SECRETARY I

#### DEFINITION

To perform routine clerical duties in support of an assigned function; to act as a receptionist; to input data into a computer terminal; and to provide basic sorting, filing, copying or clerical services. This is the entry-level class in the clerical series.

#### SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from higher-level staff.

#### ESSENTIAL JOB DUTIES

Essential duties may include, but are not limited to the following:

- Relieve supervisor or other department staff of administrative or support service functions; utilize some independent judgment and initiative.
- Act as a receptionist; answer the telephone and assist the general public; take and distribute messages for department staff; provide information on Town policies and procedures as required.
- Perform a variety of routine recordkeeping duties including filing and maintaining records.
- Enter and update data into computer terminal; type a wide variety of documents and forms; retrieve data; operate a printer and other computer peripherals.
- Make appointments for the supervisor and other staff and maintain daily calendars; may arrange meetings and conferences for supervisor and/or other administrative staff; prepare material and handle transportation when necessary.
- Operate a variety of office machines including copier, typewriter, and computer terminal.
- Participate in distributing office supplies; check and log materials and supplies requisitioned and received.
- Perform related duties and responsibilities as assigned.
- Perform duties within OSHA standards.

#### OTHER JOB DUTIES

Act as departmental representative on various committees.

Other duties as assigned.

#### QUALIFICATIONS

##### Knowledge of:

- Correct English usage, spelling, grammar, and punctuation.
- This knowledge of basic office procedures, methods and computer applications

such as: Microsoft Word, Microsoft Outlook usage and ability to case.

- Principle and procedures of filing and record keeping systems.

**Ability to:**

- Understand the organization and operations of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Communicate clearly and effectively, in both oral and written form.
- Understand and follow a variety of instructions in both oral and written form and with minimum supervision.
- Perform general clerical work including maintaining files and compiling information for reports.
- Organize duties and determine priorities in order to meet assigned deadlines.
- Apply operating rules and procedures of assigned department.
- Work cooperatively with other departments, outside agencies and the public.
- Operate standard office machines including a computer.
- Interpret and apply departmental/project policies procedures, and rules.
- Establish and maintain financial records: make simple mathematical computations.
- Type accurately at 50 words per minute.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**EXPERIENCE AND EDUCATION**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

One year of increasingly responsible clerical work.

**Education:**

The equivalent of the successful completion of twelfth grade.

Updated: January, 2003