

STANDARD JOB DESCRIPTION

202

Job Title: SECRETARY 2

Pay Grade:

4

Level Definition: This level covers positions which involve a variety of office assistance work of moderate complexity with a significant portion of time spent on typing assignments whether from draft copy, dictation or machine transcription. The nature of the work requires a general knowledge of the organization, programs, policies and procedures of the department or work unit.

Typical Duties: May perform any of the duties of the Secretary 1 and in addition:

- Types a variety of material from draft copy, machine transcription or shorthand notes frequently involving difficult technical terms, special symbols and formats and/or copytyping in a foreign language, using a typewriter or automated office system.
- Responds to routine oral or written enquiries which require the standard application of guidelines and procedures.
- Maintains office files and records which may be manual or automated systems.
- Performs other duties related to the qualifications and requirements of the job.

Decision Making: Works within and applies well-defined guidelines and procedures in establishing priorities and carrying tasks through to completion.

Supervision Received: Receives detailed instructions during orientation and on subsequent new assignments or changes in procedures. Carries out familiar phases of the work under general supervision. New or unusual problems are referred to supervisor.

Supervision Receives and sorts work assignments based on established guidelines for distribution to other employees. Explains office routines and practices to new employees.

Minimum Qualifications

Education: High school graduation with training in stenographic skills, office procedures and practices.

Experience: Two years office experience or one year relevant U.B.C. experience.

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APPROVED: _____

A. Burian

Date December 31, 1985

APPROVED: _____

Skills:

Ability to: type at 50 w.p.m., take shorthand at 100 w.p.m. where required; operate automated office systems, transcribers and other office equipment as necessary in performance of duties.

Proficiency in the use of English grammar, spelling and punctuation.

Good verbal communication skills in public service areas are essential.

May require the ability to type material of specialized nature specific to the department.

DKR:s1

12/20/85