

D121-24

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

Position Title: Secretary II  
Job Code: 010950  
Date Prepared: August 1, 1983

Summary Statement: The incumbent is responsible for typing and performing other various secretarial functions of a routine nature.

Dimensions: The incumbent may report to a section chief, superintendent, or other supervisory personnel at this level or higher and may supervise a Secretary I or Clerk Typist.

Nature and Scope: The incumbent types general and technical correspondence, reports, memoranda, and other documents in final form; receives and places telephone calls; generally acts as a receptionist for the section in receiving and directing visitors to the appropriate section personnel; keeps time and leave requests for section personnel; distributes payroll checks to employees; composes routine letters, memoranda, and reports independently or from brief notes; schedules appointments and makes meeting arrangements as requested; edits outgoing correspondence and reports to assure that format, grammar, spelling, punctuation, signatures, and enclosures are proper and in compliance with established correspondence procedures; receives and distributes incoming mail and correspondence; establishes and maintains the supervisor's files; and may prepare timecards and send in supplemental timecards to correct errors. The incumbent's most difficult assignment is preparing and proofreading various documents to ensure an accurate final product. The incumbent's most important duty is ensuring that the section's paper flow is well organized and flows in a smooth and orderly fashion. The next logical progression for the incumbent in this position would be to Senior Secretary.

Principal Contacts: The incumbent maintains contact with personnel of all levels within and outside the Company relative to verifying data and obtaining or furnishing replies to routine inquiries.

Working Conditions: General office conditions exist most of the time.

## SECRETARY II

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Desirable Training and Work Experience: An appointee should have a high school diploma or equivalent and specialized training in secretarial courses such as typing and office machines. An appointee should also have one year of secretarial experience preferably which is applicable to the organizational field of responsibility. Demonstrated ability to type at a rate of 50 net words per minute is required. If supervision stipulates that shorthand skills are a Bona fide Occupational Qualification (BFOQ), the incumbent must have shorthand skills of at least 80 words per minute with 3 errors or less.

Note: Whenever a change in supervisors occurs wherein the new supervisor requires shorthand skills and the previous supervisor did not, a six-month time period becomes effective for a current incumbent to find a comparable job assignment within the Company prior to the "bumping" procedure being applied.

Other Special Qualifications: None.