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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Clerical

**Class Series:** Clerk General

**Grid:** 24

**Class Title:** Administrative Secretary

### **I. Level Definition**

Positions at this level perform secretarial and administrative duties under the general supervision of a Department Head, administrative or medical official.

### **II. Typical Duties**

1. Performs secretarial duties such as screening incoming materials, prioritizing items for the attention of Department Head, administrative or medical official, responding to inquiries by drafting correspondence or referring to the appropriate area.
2. Types a variety of documents such as correspondence, memos, reports, minutes by transcribing from dictation and/or draft.
3. Attends a variety of meetings such as Hospital Foundation and Abortion Committee to record proceedings, prepares minutes/reports and agenda and takes follow up action as a result of such meetings.
4. Schedules appointments and meetings and determines urgency of request in order to respond to scheduling requirements.
5. Co-ordinates the work flow of assigned area by establishing work schedules and organizing operating procedures.
6. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12, graduation from a recognized secretarial program, including a recognized course in medical transcription and three years' recent, related experience or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

- (i) Ability to keyboard at 60 w.p.m.
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.