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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Clerical

**Class Series:** Clerk General

**Grid:** 15

**Class Title:** Secretary

### **I. Level Definition**

Positions at this level perform secretarial duties for department heads, administrative or medical officials.

### **II. Typical Duties**

1. Types technical and non-technical material such as correspondence, medical reports, statements, medical billings from drafts, revisions or dictating machines.
2. Sets up and maintains filing systems for material such as correspondence, personnel records.
3. Composes and signs correspondence such as confirmation of appointments and form letters as directed or drafts correspondence for review and signature.
4. Arranges meetings as directed, books meeting rooms, types and circulates notices and agenda. Records, transcribes and distributes notes or minutes of meetings.
5. Maintains appointment calendars by arranging and confirming appointments.
6. Makes travel and hotel arrangements and reservations.
7. Performs other related duties as assigned.

### **III. Qualifications**

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

Grade 12 and two years' recent related experience or an equivalent combination of education, training and experience.

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

- (i) Ability to keyboard at 45 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.