

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Secretary I

JOB CODE : 050560

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent is responsible for typing and performing various basic clerical duties.

DIMENSIONS

The incumbent reports to one or more administrative or technical personnel and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs office work requiring the application of established, detailed procedures and the use of standard forms or records;
2. Types correspondence, reports, and memoranda in draft and final form; may type from longhand, shorthand, or dictation equipment;
3. Composes routine letters and memoranda using established forms;
4. Enters data requiring no interpretation into computer;
5. Proofreads work, maintains correspondence files, and performs simple mathematical calculations;
6. May perform reception duties and answer/route telephone calls and visitors when required;
7. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking short distances in office areas while distributing messages, filing, etc.;
2. Frequent-to-constant sitting at desk or computer while entering data, typing, completing paperwork, etc.;
3. Occasional lifting/carrying paperwork, files, or office supplies up to five to ten pounds;
4. Occasional push/pull exerting up to ten pounds of force in opening doors or file drawers or pushing files to make room;
5. Occasional bending/twisting at waist/knees to and from seated position or to reach lower file drawers;
6. Occasional kneeling/crouching to reach lower file drawers;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, typing, filing, answering telephones, etc.;

Secretary I

8. Constant use of sight abilities in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment;
9. Constant use of speech/hearing in communicating with coworkers, supervisors, and answering telephones.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in composing, typing, and proofreading documents, performing data entry, and maintaining a safe work environment;
2. Must be able to follow oral and written instructions, follow through on all assignments, and solve questions and problems using established procedures or asking supervisor;
3. Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines;
4. Must be able to read/write/speak English and possess basic mathematical skills and knowledge of grammar, spelling, and punctuation.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a climate-controlled office setting.

Tools & Equipment Used: Personal computer, printer, typewriter, copier, telephone, fax, and other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and six months of secretarial experience required.

OTHER SPECIAL QUALIFICATIONS

Typing 44 words per minute net and shorthand, if required, 80 words per minute with 3 errors or less.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Secretary II

JOB CODE: 050660

DATE PREPARED: August 1, 1983

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent types and performs various clerical functions of moderate complexity.

DIMENSIONS

The incumbent reports to a Section Chief, Superintendent, or other supervisory personnel at this level or higher; may be responsible for supervising a Secretary I, or Office Assistant I or II in a lead capacity.

NATURE AND SCOPE

1. Types, proofreads, and edits general and technical correspondence, reports, memoranda, and other documents in final form; ensures that all correspondence and reports have proper grammar, spelling, punctuation, signatures, enclosures, and are in compliance with established correspondence procedures;
2. Receives and places telephone calls, greets visitors, screens calls, and routes to proper individual;
3. Composes routine correspondence independently or from brief notes;
4. Keeps time and leave records for section personnel;
5. Schedules appointments; makes meeting arrangements;
6. Receives, sorts, and distributes incoming mail and correspondence; distributes pay checks;
7. Leads other clerical personnel in completion of projects; may review work and train;
8. Organizes and maintains section files; archives files into boxes as required; performs related records management duties;
9. Orders and receives section supplies; boxes landfill documents and recycling for pickup and disposal;
10. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking short distances in office areas while distributing messages, copying, filing, etc.;
2. Frequent-to-constant sitting at desk or computer while typing, completing paperwork, etc.;
3. Occasional lifting/carrying paperwork, files, or office supplies up to 20 pounds;

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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Secretary II

4. Occasional pushing/pulling exerting up to five to ten pounds of force in opening doors or file drawers or pushing files to make room;
5. Occasional bending/twisting at waist/knees to and from seated position or to reach lower file drawers;
6. Occasional kneeling/crouching to reach lower file drawers while stretching to store or retrieve materials;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, operating calculator, typing, filing, answering telephones, etc.;
8. Constant use of sight abilities in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment;
9. Constant use of speech/hearing in communicating with coworkers, supervisors, and answering telephones.

Mental

1. Frequent mental alertness, attention to detail, and high degree of accuracy required in completing all assignments;
2. Must be able to follow oral and written instructions and follow through on all assignments;
3. Must be able to use creativity and initiative and apply knowledge and experience in composing correspondence and performing work where established procedures may not be specific;
4. Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines;
5. Must be able to read/write/speak English and possess basic mathematical skills and knowledge of grammar, spelling, and punctuation;
6. Must be able to provide leadership and review work of others in a positive, effective manner;
7. Must possess good interpersonal skills, knowledge of telephone etiquette, and ability to deal with all levels of personnel in a professional and efficient manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in an office setting.

Tools & Equipment Used: Personal computer, typewriter, copier, telephone, fax, and other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent with specialized training in secretarial courses and one year of secretarial experience required.

OTHER SPECIAL QUALIFICATIONS

Typing 50 words per minute net required. If supervision stipulates that shorthand skills are a Bona fide Occupational Qualification, 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.