

BENCHMARK POSITION NUMBER: 8 CLASSIFICATION LEVEL: 4  
 SECTION TITLE: CIDA EFFECTIVE DATE: \_\_\_\_\_  
 POSITION TITLE: SECRETARY SUPERVISOR'S TITLE: \_\_\_\_\_  
 POSITION NUMBER: \_\_\_\_\_ SUPERVISOR'S LEVEL: \_\_\_\_\_

SUMMARY

Under supervision, provides secretarial services in Spanish, English and French to the CIDA and Administrative sections, collects, maintains and collates a variety of documentation and performs other duties.

DUTIES% OF TIME

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| (1) <u>Provides secretarial services to one or more officers by:</u>   | 50% |
| - transcribing letters, reports and memoranda from notes,  |     |
| - typing material such as reports, letters, memos, telegrams, telexes, charts and tables from handwritten notes and administrative agreements etc.,  |     |
| - locating and extracting information from a number of specified sources for use by the officers in answering correspondence and telephone enquiries and/or for incorporation into the body of typed material according to general instructions, |     |
| - drafting and typing correspondence for the signature of officers,  |     |
| - selecting the most suitable method of arranging and spacing typed material in accordance with established procedural criteria,   |     |
| - proofreading typed material and correcting errors,   |     |
| - receiving telephone calls and visitors, providing routine information, or referring enquiries to the appropriate officers, and arranging appointments and maintaining a schedule of all engagements.   |     |