

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

- | | |
|---|-----|
| (1) <u>Provides secretarial services to one or more officers by:</u> | 50% |
| <ul style="list-style-type: none"> - 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. | |