

BENCHMARK POSITION NUMBER: 10 CLASSIFICATION LEVEL: 5  
SECTION TITLE: COMMERCIAL EFFECTIVE DATE: \_\_\_\_\_  
POSITION TITLE: SECRETARY SUPERVISOR'S TITLE: \_\_\_\_\_  
POSITION NUMBER: \_\_\_\_\_ SUPERVISOR'S LEVEL: \_\_\_\_\_

SUMMARY

Under supervision of Commercial Counsellor and as senior locally-based secretary within Commercial Division, provides secretarial services to Commercial Counsellor Officer; collects maintains and collates a variety of documentation and records; acts as a Social Secretary; undertakes arrangement of appointments with senior government officials and others as required, and acts as receptionist in the Commercial Division, answering general enquiries and screening visitors for appropriate handling in Commercial Division; and performs other duties.

DUTIES% OF TIME

- (1) Provides secretarial services to one or more officers by: 70%
- taking dictation by shorthand notes and dictaphone, and transcribing letters, reports and memoranda from notes,
  - typing material such as reports, letters, memos, telegrams, telexes, charts and tables from handwritten notes or tapes,
  - composing and typing routine correspondence and responses,
  - 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,
  - acting as social secretary in arranging representational functions, guest lists, etc.,