

**SIKRITARIAN KUMISION (Commission Secretary)
(Chamorro Language Commission)**

NATURE OF WORK IN THIS CLASS:

This position provides secretarial and office management duties to the Chamorro Language Commission.

An employee in this class perform secretarial and office management work under the supervision of the Program Director of the Commission.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned, any one position may not include all the duties listed).

Develops, implements and evaluates procedures for expediting the flow of secretarial work through the Commission's office.

Types a variety of correspondence, reports, and other materials involving considerable use of judgement as to form, arrangement, and spacing, makes extensive changes under general instruction.

Reviews correspondence and other material prepared for the supervisor's signature for correct grammar, punctuation, spelling, corrects or recommends changes.

Sets up and maintains standard office files and records; takes inventories and orders office supplies; processes requisitions, personnel, and other records and forms; prepares payroll; receives fees and other payments for Institute registration, translation; issues receipts and maintains record of activity funds; assist in the preparation of Commission's budget and summaries, such as assembling and verifying budget data; collects and organizes data materials as required.

Coordinate the processing of incoming and outgoing mail of Commission; routes mail to the proper persons.

Receives phone calls and office visitors; schedules meetings, conferences, maintains and coordinates appointment calendar for Program Director, Planner, Coordinator and board members of the Commission.

Compiles and delivers Commission board members packets for meetings; Contacts Commission members regarding scheduled dates of meetings; prepares agenda for Commission meetings; attends meetings and functions of the Commission;

Disseminates agendas, press releases and public information to the media and the public,

Maintains records and prepares routine reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of standard secretarial practices and procedures.

Knowledge of the standard English and Chamorro spelling, punctuation, and grammar.

Knowledge of the Chamorro language, culture and history.

Ability to apply appropriate judgement to secretarial and office management procedures and practices for the Commission.

Ability to use initiative and judgement in handling office matters for the Commission.

Ability to type technical reports, manuals and correspondence and other materials with involve corrections and insertions; and prepare finished copy on appropriate style, arrangement, and format.

Ability to design and maintain an efficient filing system.

Ability to exercise good judgement, courtesy, and tact in receiving callers, in giving and obtaining information, and in making proper disposition of problems.

Ability to maintain records and prepare routine reports.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to speak, write and read in the Chamorro language.

Skill in typing accurately at a prescribed rate of speed.

Skill in the operation of word processing equipment, electronic recording equipment computers and other office machines.

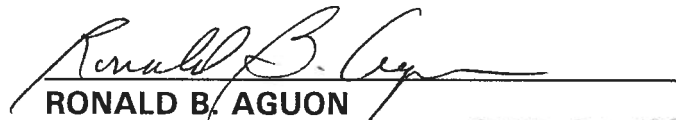
MINIMUM EXPERIENCE AND TRAINING:

a) Three years of secretarial experience and graduation from high school; or

- b) Two years of secretarial experience, completion of a one-year secretarial diploma course (w/o shorthand) and graduation from high school; or
- c) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: September, 1993

PAY GRADE: H



Handwritten signature of Ronald B. Aguon in cursive script, written over a horizontal line.

RONALD B. AGUON
Acting Executive Director
Civil Service Commission

SEP 21 1993