

**Secretary 1**

**Skill Level: 3**

**FLSA Status:** Non-exempt

**IPEDS: 410**

Job Purpose: Performs basic secretarial and clerical activities. These activities may include, but are not necessarily limited to, performing word processing, receiving and assisting visitors, filing, receiving and directing phone calls, opening, sorting, and distributing mail, sending and receiving faxes, gathering information and materials, preparing outgoing mail, copying and collating materials, and operating standard office equipment.

This position works under close supervision in performing routine secretarial and clerical tasks that require the limited use of judgment. This is an entry-level classification, requiring basic skills. The Secretary 2 classification entails a greater variety of duties and more pronounced computer and word processing skills than the Secretary 1.

Characteristic Duties and Responsibilities (Essential functions for this position are on file in the Office of Human Resources for your information):

Serves as secretary to assigned individual or department.

Receives visitors; provides routine information or directs visitor to appropriate person

Answers incoming phone calls; provides routine information, takes messages or refers calls to appropriate person.

Uses word processing software to produce routine correspondence, reports, work orders and other documents.

Files correspondence, reports, purchase orders and other documents according to established procedures.

Maintains and orders office supplies and other materials as needed.

Sorts and distributes incoming mail and prepares outgoing mail.

Checks reports and other documents for accuracy.

Copies and collates materials for use in reports and presentations and/or distributes to specified parties.

Supplemental Functions:

All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation.

These functions may vary by institution.

Incumbents may provide backup to various functions within the unit.

May be required to perform related clerical tasks as assigned

Performs other work as assigned

Direction Received:

Receives close supervision from the designated office or departmental supervisor.

Direction Given:

May oversee or check work of student workers or temporary employees

Job Specifications:

High School diploma or GED or an equivalent combination of education and experience.  
May require specific level of skill in keyboarding.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of basic office procedures and equipment  
Basic knowledge of word processing software applications  
Ability to operate office machines such as personal computers, fax machines, telephones and copiers

Working Conditions/Physical Demands/Special Conditions:

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information.

Date

5/2004

Skill

3

Evaluation

412021122

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The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.