

Secretary 2

Skill Level: 4

FLSA Status: Non-exempt

IPEDS: 410

Job Purpose: Performs a variety of basic secretarial and clerical activities. Duties may include, but are not necessarily limited to, performing moderately complex word processing, receiving and assisting visitors, maintaining simple appointment calendars, filing, receiving and directing phone calls, opening, sorting, and distributing mail, sending and receiving faxes, gathering information and materials, conducting basic research, preparing outgoing mail, copying and collating materials, and operating standard office equipment.

This position works under close to moderate supervision in performing standard secretarial and clerical tasks that may require the use of some judgment to adapt methods and procedures to fit facts and conditions. This classification entails a greater variety of duties and more pronounced computer and word processing skills than the Secretary 1; however, a Secretary 2 uses more limited discretion and independence than the Secretary 3.

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(s) or department.

Receives, directs, and assists visitors; provides procedural information and answers general inquiries related to operational matters.

Answers incoming phone calls; provides information, takes messages, screens requests on behalf of supervisor, or refers calls to appropriate person.

Uses word processing software to generate a variety of materials including syllabi, correspondence, purchase orders, reports, handouts, exams, budgets and other material.

Maintains filing system by creating new files, updating existing files, and removing files no longer in use; pulls and re-files records.

Reads and determines disposition of incoming correspondence, distributes mail, prepares outgoing mailings.

Maintains records of expenditures such as travel or purchases.

Maintains attendance and time records for departmental employees.

Composes routing letters and memoranda for supervisor's review.

Keeps simple appointment calendar for supervisor.

Conducts basic research and gathers information for supervisor's use in reports or correspondence.

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 to moderate supervision from the designated office or departmental supervisor.

Direction Given:

May oversee, assign work or check work of student workers, temporary employees or lower level clerical employees

Job Specifications:

High School diploma or GED plus one (1) year of clerical or secretarial experience, or an equivalent combination of education and experience. May require specific level of skill in keyboarding.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of office procedures and equipment

Skill in using word processing software applications

Skill in the operation of a variety of office machines including personal computers, fax machines, telephones and copiers

Ability to communicate effectively

Ability to establish and maintain effective working relationships

Ability to organize and prioritize multiple tasks

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

4

Evaluation

412021232

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.