

<b>Secretary 3</b>	<b>Skill Level: 5</b>
<b>FLSA Status:</b> Non-exempt	<b>IPEDS:</b> 410

Job Purpose: Performs a variety of moderately complex secretarial and clerical tasks which may include, but are not necessarily limited to, drafting correspondence and memos, scheduling appointments, making travel arrangements, assisting in the planning and coordinating of conferences, processing paperwork, receiving and directing visitors and incoming phone calls, determining distribution of mail, conducting research and gathering information, filing, and operating standard office equipment.

This position works under moderate supervision in performing a variety of tasks that require a degree of independent judgment and discretion. The Secretary 3 requires a greater knowledge of office procedures and word processing and a higher level of independent judgment in determining appropriate solutions to given situations than the Secretary 3. The Administrative Secretary

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.
- Drafts non-routine correspondence and memos for supervisor's signature; utilizes word processing and graphics software to format and generate various materials including correspondence, memos, syllabi, handouts, and exams; prepares slides and transparencies.
- Receives, directs, and assists visitors; provides procedural information and answers inquiries related to operational matters.
- Maintains supervisor's calendar and schedule; makes appointments; makes travel arrangements; assists in planning and implementing conferences and special events; assists in making any necessary room rental, reservation or catering arrangements.
- Reads and determines disposition of incoming mail; composes correspondence for routine inquiries; prepares letters and packages for mailing.
- Monitor budgetary spending by verifying charges against budget and reconciling accounts on a monthly basis, or as needed.
- Researches policies, procedures and guidelines for supervisor and staff and ensures that appropriate procedures are established in department to comply.
- Develops and maintains departmental filing system.
- Maintains personnel, financial, statistical and other important records.
- Answers incoming phone calls; provides information, takes messages, screens requests on behalf of supervisor, or refers calls to appropriate person.
- Monitors and maintains inventory of supplies, forms, and other materials; initiates ordering process as necessary.

Assists staff in performance of duties; serves as informational resource in regard to the more difficult inquiries or problems.

Conducts research for supervisor; compiles, analyzes, and summarizes information for reports and correspondence.

Serves as liaison to other departments on various operational matters.

#### 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 moderate supervision from the designated office or departmental supervisor.

#### Direction Given:

Typically supervises student employees, lower level clerical employees or temporary employees

#### Job Specifications:

High School diploma or GED plus two (2) years secretarial or clerical 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 practices, procedures and equipment.

Skill in using word processing software applications and online systems.

Skill in use of business English

Skill in use of arithmetic

Skill in effective communication

Skill in organizing and prioritizing multiple tasks required for own work and work of others

Ability to establish and maintain effective working relationships

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.

<u>Date</u>	<u>Skill</u>	<u>Evaluation</u>
5/2004	5	513021331

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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.