



## SEIU CLASS SPECIFICATIONS

**CLASSIFICATION** Secretary

**GRADE** 1

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### FUNCTION

- under general supervision perform routine secretarial duties for one or more supervisors
- may exercise some judgment, organize workload on a priority basis and relieve supervisor(s) of routine matters

### LEVEL OF FORMAL EDUCATION

- minimum 1 year community college required in related discipline for the position

### EXPERIENCE

- 1-2 years of directly related experience

### SKILLS AND ABILITIES

- basic secretarial, accounting and record keeping skills
- keyboarding proficiency with accuracy at 45 words per minute
- ability to organize work effectively and problem solve
- proficiency in Microsoft applications (e.g., MOS certification)
- effective oral and written communication skills with the ability to establish and maintain good working relationships with employees of the University, students, and the public
- proficiency in operating standard office equipment required for the position
- ability to function effectively in a team environment

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- reporting to the Department Head, Director, or Administrative Manager, performs secretarial services; information handled may contain a high degree of confidentiality, complexity and difficult terminology
- provide general information and assistance on University or department programs or services
- compose routine letters; receive, sort and distribute mail; answer telephone; receive visitors; and arrange appointments and meetings
- gather information under direction; set up and maintain electronic and paper files
- may make travel arrangements
- maintain files and other department records, under direction
- operate and maintain a variety of standard office equipment as required, and maintain inventory of office supplies
- edit content of existing web pages
- signing authority on procurement card and/or online requisition, as authorized
- maintain and reconcile petty cash float for the department; may be required to collect and receipt for large amounts of cash; verify and prepare deposits
- perform other duties as required

### INITIATIVE AND INDEPENDENCE OF ACTION

- organize workload on a priority basis and exercise independent judgment in responding to client inquiries and resolving problems within predetermined parameters as defined by the supervisor
- unusual or difficult problems are referred to a supervisor for a decision

### **IMPACT OF ERRORS**

- may require work of others to trace and make necessary corrections
- due in most instances to an honest mistake
- requires small loss of time or money to correct

### **WORKING WITH OTHERS**

- first line contact for general information, refer to others as appropriate
- considerable contact with faculty/staff, students, and the public
- requires only ordinary courtesy to avoid friction in relationships incidental to working with others