



SEIU CLASS SPECIFICATIONS

CLASSIFICATION Secretary

GRADE 2

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Meets requirements for previous level(s), plus these additional specifications:

FUNCTION

- under minimal supervision, initiate, coordinate and complete a full range of varied and complex administrative support/secretarial duties, and detailed assignments, within the department or school
- the utmost accuracy, discretion, initiative and judgment are required
- this position is characterized by having freedom to organize work and make decisions

LEVEL OF FORMAL EDUCATION

- minimum 2 year community college required in related discipline for the position

EXPERIENCE

- 2-5 years of directly related experience

SKILLS AND ABILITIES

- advanced secretarial skills
- detailed working knowledge of accounting practices and record keeping
- keyboarding proficiency with accuracy at 60 words per minute
- ability to work independently and prioritize own work
- knowledge of and ability to explain in-depth aspects of a particular program or service of the University
- ability to provide direction to others
- bilingual communication skills an asset
- knowledge of departmental and University policies and procedures and ability to adapt procedures to accomplish assigned tasks
- experience in providing quality front-line client service with the ability to prioritize a high volume of inquiries

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- reporting to the Head of Department or Director of School, responsible for the operation of an office
- may be responsible for overseeing the work of other casual or volunteer staff
- as a contributing member of a department, attend meetings, make recommendations for improvements, organize conferences/events hosted by the department, and administer departmental library resources as applicable
- may offer course registration assistance, generate degree audit reports, and review the Calendar contents with students
- carry out independent data collection and analysis for first draft reports to be used internally and externally
- initiate, maintain and update records and files of a confidential nature on an independent basis

- may serve as a recording secretary to high level committees or boards. In this capacity, responsibilities include preparation of agenda, ensure accurate recording and distribution of minutes, and oversee follow-up action from the minutes
- required to coordinate administrative processes to ensure the department is in compliance with external agency regulations (granting authorities, government legislation, background checks, etc.)
- may coordinate the hiring process for Teaching/Research Assistants, provide training, develop work schedules, oversee the work of teaching assistants and submit/approve timesheets for payroll processing
- may liaise with the Student Resource Centre to accommodate students with special needs
- coordinate the logistical requirements for search committees including written references, verifying credentials, travel arrangements, etc.
- may administer course evaluation process for the department
- create and edit content of web pages
- provide technical assistance, as required
- monitor and reconcile accounts and generate budget reports for individual departmental, special project, centres and research accounts
- perform other duties as required

INITIATIVE AND INDEPENDENCE OF ACTION

- organize workload on a priority basis, exercise independent judgment, initiative, discretion and resourcefulness in responding to client inquiries and resolving problems within predetermined parameters as defined by the supervisor
- may be responsible for relieving supervisor of administrative tasks in several areas, e.g., consulting and advising staff, students or public; refer only unusual requests and problems to the supervisor for a decision

IMPACT OF ERRORS

- errors probably detected in the work unit in which they occur; if not detected, could cause serious embarrassment in public or employee relations or monetary loss
- may cause inaccuracies in reports and records
- may delay related operations

WORKING WITH OTHERS

- requires regular contact, involvement, and cooperation with senior personnel or organizations from within or outside the University