



SEIU CLASS SPECIFICATIONS

CLASSIFICATION Secretary

GRADE 3

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

FUNCTION

- under minimal supervision, plan, initiate, coordinate and complete a full range of varied and complex administrative support/secretarial duties and detailed assignments, within a large or multifaceted unit
- the utmost accuracy, discretion, initiative and judgment are required
- this position is characterized by having the independence to organize own work, make decisions, and may coordinate the work of others

LEVEL OF FORMAL EDUCATION

- some positions may require an undergraduate degree or an acceptable combination of education and experience
- specialized training and/or certification may be required for the position

EXPERIENCE

- more than 5 years of directly related experience

SKILLS AND ABILITIES

- detailed working knowledge of accounting practices and analysis
- ability to work independently and prioritize own work as well as the work of others
- ability to provide leadership and motivation to team members
- multi-lingual communication skills, if required for the position

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- reporting to the Head or Director of a large unit, responsible for the operation of an office including overseeing the work of one or more SEIU employees doing similar work
- may serve as secretary and/or voting member of 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 minutes
- may be responsible for ensuring training is carried out for all secretaries in the unit, e.g., cross training
- involved in budget preparation for large departments/schools including drafting the preliminary budget for review
- perform other duties as required

INITIATIVE AND INDEPENDENCE OF ACTION

- under minimal supervision, is responsible for the administration of an office including anticipating, planning and resolving problems within the School or Department, as well as overseeing the work of one or more SEIU employees doing similar work
- unusual problems referred to supervisor

IMPACT OF ERRORS

- errors may not be detected in the work unit in which they occur; may cause serious embarrassment in public or employee relations or monetary loss
- may delay current and/or future operations

WORKING WITH OTHERS

- may serve on internal and/or external committees, and serve as a resource to departments across campus
- act as liaison for the Director or Head, where appropriate, and as designated by the Director, with senior administrators of the University and external contacts, which required appropriate tact and courtesy to discuss problems, submit reports and make recommendations