

Secretary

Job Classification

Secretary II

Secretary III

Pay Grade

3

5

Education/Experience Requirements

High School Diploma, plus two years of office secretarial experience

May require basic knowledge of shorthand or word processing

High School Diploma, plus one year of post-secondary education

Three to four years of relevant progressive experience May require word processing skills

Common Activities

Performs a variety of intermediate-level, complex and difficult secretarial duties

Provides support to a specific individual or organizational unit

May oversee the work of work study students or clerical staff

Types or enters statistical or technical reports and charts

Operates under general direction and exercises independent judgment

Works within established policies and procedures

Handles administrative responsibilities routinely and in addition relieves management of detail

Handles highly confidential information

Drafts memos, letters, or other correspondence

May maintain personnel and payroll records; keep inventory of supplies; monitor and reconcile budgetary records

Types or enters information such as; proposals, budgets, contracts and meeting minutes

Maintains a complex system of files and records

Organizational Impact

The results of actions may have a measurable impact on operation or finances within a work group.

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Problem Solving

Performs standardized tasks that are covered by systems, procedures and available supervision. Problems are easily recognized and are solved with prescribed solutions. Supervision is present to assign and review work, address exceptions, and answer questions.

Performs a variety of duties following established policies and procedures. Problems are generally solved by selecting from approved alternatives based on past practices. Supervision is available to set priorities and objectives, and to assist in problem resolution.

Supervision

No Supervision

Interviewing, orientation, scheduling, work assignment and review for temporaries, students, and volunteers.

Contact Level

Answers, screens and forwards telephone call to appropriate individuals. Greets general public, visitors, and professional colleagues. Provides information within prescribed limits.

Routinely answers questions and provides information and data requested by individuals within or outside of work area. Questions that require interpretation or are not easily resolved are referred to Supervisor.

Financial Budget

Compiles data for preparation of budget. May sign requisition for storeroom supplies.

Compiles and tabulates budgetary data, calculates figures and checks for accuracy. Authorized to sign for storeroom supplies and petty cash.