Title: Secretary 2

Pay Scale Group: 61

Essential Function

Under general supervision from administrative supervisor, relieve supervisor of non-routine administrative tasks and prepare typed copy from rough written copy, oral instruction and/or dictation; may operate computer to produce documents described in rank number 2.

Characteristic Duties

1. Relieve supervisor of non-routine administrative tasks (e.g., independently composes answers to correspondence which involves providing non-legal interpretation of policies and procedures as it would apply to a given situation; purchase high cost items such as mechanical equipment, drugs, or prepares personal service contracts through either agency, purchasing agent, or direct contact with established vendors; act as liaison for supervisor; respond to complaints; review paperwork submitted by others for correctness; maintain office in supervisor’s absence; develop new office procedures; assist in budget preparation).

2. Prepare typed copy (e.g., correspondence, reports, minutes of meetings, tables, graphs, charts and/or contract) from rough written copy, oral instructions and/or dictation; proofs copy and make corrections.

3. Perform clerical tasks (e.g., screen and direct calls; open, screen and distribute mail; maintain files and retrieve information; copy, collate and distribute written material; maintain inventory of general office supplies and order as needed; act as receptionist).

4. Keep time and/or attendance records; prepare travel expense reports; set up seminars, meetings and/or conferences and prepare agenda; maintain appointment book; make travel arrangements and/or reservations; notify involved parties of meetings.

5. Perform related duties based on departmental need.

Unusual Working Conditions

- N/A

Minimum Qualifications

- High school diploma with a concentration in secretarial sciences, and 1 year secretarial experience; or, high school/GED and 18 months secretarial experience. Must be proficient in Microsoft Work or equivalent. Must be able to type 35 wpm.

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