

## ADMINISTRATIVE SECRETARY

### NATURE OF WORK

This is responsible secretarial work involving the performance of delegated administrative duties for an academic or administrative department.

Employees of this class are the only source of administrative support for an academic or administrative department where the primary emphasis is placed on relieving the superior of operational duties. Work involves the performance of varied and difficult secretarial, administrative assistant and public relations duties including the full scope of departmental administrative staff functions such as accounting, personnel, budgeting and purchasing and the rapid and accurate taking and transcribing of technical, complex and confidential dictation. Normal administrative routines are performed with considerable independence with only unusual or difficult problems being referred to superior for clearance. New assignments usually consist of statements of desired objectives and work procedures are developed independently. Supervision may be exercised over clerical and stenographic subordinates. Work is reviewed through regularly scheduled written or verbal reports and observation of results obtained.

### ILLUSTRATIVE EXAMPLES OF WORK

Meets staff, students and general public, providing information pertaining to organizational procedures and policies; interprets rules, policies and regulations; transmits policy and administrative decisions; processes confidential matters and either resolves or refers questions to appropriate personnel in the absence of immediate supervisor.

Prepares agenda and compiles data for meetings; gathers information for and prepares reports, questionnaires and other documents.

Reviews incoming mail, composes answers to letters; routes mail not requiring superior's attention to proper officials; takes, transcribes, types, checks, and proofreads complex, technical and confidential material; answers the telephone and makes appointments for superior.

Approves and signs requisitions, vouchers, forms and other documents for a superior.

Codes, classifies, files and directs the filing of all materials in a large, complex and confidential filing system; develops office forms and procedures, maintains varied administrative fiscal and academic records.

Prepares and maintains expenditure records; supplies historical and current expenditure data to be used in budget preparation.

Plans and co-ordinates administrative arrangements for large conferences, workshops, symposia and visitors.

Advises departmental employees on operational procedures, methods, and policy matters; confers with and advises superior concerning clerical performance standards and other operating problems; provides for equal distribution of clerical workload.

May supervise the work of a clerical staff performing stenographic duties, keeping varied administrative, fiscal and academic records, preparing complex, technical and confidential reports.

Performs related work as required.

### **REQUIREMENTS OF WORK**

Considerable secretarial experience of a progressively responsible nature; graduation from high school supplemented by university level courses in business education or Secretarial Science; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of business English, spelling and commercial arithmetic and possession of an excellent vocabulary, including technical terms peculiar to several pertinent fields.

Considerable knowledge of principles and practices of office management and of modern office procedures, systems and equipment.

Considerable knowledge of the policies, regulations, procedures and services of the office to which assigned.

Considerable knowledge of basic accounting principles and practices.

Knowledge of the University's Banner accounting and student registration systems.

Knowledge of the rules, regulations and policies of the University.

Knowledge of the operation and care of commonly used office equipment and machines.

Ability to analyze by reviewing, comparing and interpreting information contained in files, records, statements or other documents.

Ability to select and compile such information to meet objectives, to solve or recommend solutions or problems.

Ability to plan, organize and supervise the work of clerical staff.

Ability to work independently on a variety of assigned tasks or confidential matters.

Ability to maintain complex administrative, fiscal and academic records and to prepare complex reports from such records.

Ability to work independently on responsible and confidential assignments and secretarial tasks.

Ability to take, transcribe and type complex dictation accurately and rapidly and to compose effective and accurate correspondence.

Ability to design and maintain record keeping system.

Ability to establish and maintain effective working relationships with faculty, administrative and clerical staff, students and the public to effectively and discreetly convey information.

Skill in taking and transcribing notes of oral dictation and in typing using word processing from rough draft, plain copy or dictating equipment.

Skill in the use of using a personal computer.

**0023**

**1987.05.15**

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