

TITLE: <u>Secretary I</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA417</u>
UNION: <u>Staff Association – Local 2071, U.A.W.</u>	SALARY GRADE: <u>2</u>	EEO CODE: <u>H40-007</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Provide limited clerical and secretarial duties of a basic nature in an assigned academic or administrative unit in a School, College, Division or Center/Institute of the University.

ESSENTIAL JOB FUNCTIONS

- Perform basic typing duties in support of an assigned unit. Type forms, memos, manuscripts, class materials and routine correspondence from drafts. Identify and correct errors in spelling and punctuation.
- Maintain office files and records in accordance with established procedure, which may include the entering of data into a database, committing funds on the Financial Accounting System (FAS) and compiling data and information to complete standardized reports.
- Perform general office duties. Order office supplies, establish blanket purchase orders and make copies as needed. Prepare and process standard University forms in accordance with established procedures in an accurate and timely manner.
- Serve as unit receptionist. Answer and direct incoming calls, place outgoing calls and receive visitors. Provide information in response to inquiries. Receive, open and route incoming mail.
- May provide functional work direction of assigned tasks to support personnel. Distribute and review work. Train in appropriate office methods and procedures.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This entry level secretarial position performs work routines of moderate complexity which includes thinking within standard procedures and instructions. This position may provide secretarial assistance to more than one person and may be required to operate standard office equipment, e.g. copier, word processor, personal computer and basic word processing software. This classification is located in an academic and administrative offices in a School, College, Division or Center/Institute at the University. This classification reports to and receives work direction from a professional or management level position.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience with previous experience desirable.

- Ability to type with speed and accuracy.

- Ability to operate standard office equipment including basic word processing software.

- Ability to communicate effectively with others.

- Ability to follow oral and/or written instructions.

- May be required to use transcription skills.

- Typically, incumbents have held lower level clerical positions.