

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class Class Code: 2244

SECRETARY - SENIOR

Abolished Effective June 1, 2005

BASIC FUNCTION

Perform complex secretarial duties such as coordinating office operations, monitoring and evaluating status of budgets and initiating corrective action and developing travel itineraries. Prepare typed documents from dictation or written draft. In performing tasks, apply knowledge of supervisor's work commitments including status of projects and nature of contacts.

DISTINGUISHING CHARACTERISTICS

Under general supervision, establish office procedures and standards, establish priorities and deadlines. Have frequent contacts with students, faculty, public and staff from other departments. Develop, modify and/or maintain data base management/office record keeping/filing system(s). Perform complex secretarial duties for one or more individual supervisors, and/or group of ten or more faculty, including activities such as independently prioritizing work, monitoring budget(s) status, compiling grant applications, maintaining records and coordinating office operations. Initiate action to ensure work unit and/or office goals are met.

TYPICAL WORK

Format transcription from rough draft, shorthand/speedwriting or recording equipment; take minutes of meetings; compose and keyboard/type letters, meeting notices and agendas; compile and keyboard/type reports, manuscripts, grant applications, financial statements, schedules, test materials, student evaluations and other documents;

Proofread material, making corrections for sentence structure, spelling, grammar and punctuation;

Answer telephones; receive and refer visitors; resolve problems and respond to inquiries regarding departmental/college procedures and services;

Establish or revise electronic or manual files;

Maintain and monitor budget/fiscal records; complete or process requisitions, invoices and payroll; initiate corrective action;

Attend meetings on behalf of supervisor or work group;

Represent supervisor or work group in supervisor's absence;

Relay messages and instructions from the supervisor to his/her staff;

Maintain supervisor's calendar and make appointments; schedule and arrange meetings; make room reservations;

Provide information related to supervisor's planning, organizing and operation of the department;

Make travel arrangements for supervisors and staff, and maintain records of travel itineraries; compile final travel expense report;

Order supplies, equipment, printing, and arrange for maintenance services;

Maintain records of incoming and outgoing correspondence and documents and follow up on work in process;

Review publications for articles or reports on subject matter of special interest, obtain copies and maintain files of such information;

Perform complex word processing tasks such as merging and sorting, integrating text with graphics, spreadsheet and data base files, uploading/downloading, and creating footnotes and outlines;

Use spreadsheet and data base software to develop and maintain records;

Prepare spreadsheets involving the development of formulas; combine files to create reports;

Use graphics software and make recommendations regarding the appropriate graphic display of information;

Perform electronic mail tasks;

Direct the work of others;

Perform the duties of Secretary;

May use desk top publishing software program;

Perform related duties as required.

MINIMUM QUALIFICATIONS

High School graduation or equivalent AND two years of increasingly responsible office experience involving occupational-level keyboarding/typing including transcription

OR

equivalent education/experience.

New Class: 1-03-73

Revision: 7-12-73

RRe-title (Secretary II), and

Revise Class: 11-16-73

evise Class/Title: 7-1-91