

## HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 2243

### SECRETARY

**Abolished Effective June 1, 2005**

#### CLASS SERIES CONCEPT

Perform secretarial duties such as preparing typed documents, making travel arrangements, scheduling meetings, taking notes and transcribing minutes, keeping supervisor's calendar and committing supervisor's time. Apply knowledge of supervisor's work commitments including status of projects and nature of contacts. Respond to inquiries from students, staff, faculty and general public regarding department functions. Prioritize work from several individuals.

#### BASIC FUNCTION

Perform secretarial duties such as preparing typed documents from dictation or written draft, composing forms and letters, making travel arrangements, scheduling meetings, taking notes and transcribing minutes, and keeping supervisor's calendar. Apply knowledge of supervisor's work commitments including status of projects and nature of contacts. Perform office support tasks such as answering telephones and office reception, filing and maintaining inventory of supplies, copying documents and sorting and distributing mail.

#### DISTINGUISHING CHARACTERISTICS

Under general supervision, perform secretarial services for one or more individuals, produce final copy documents from drafts, shorthand/speedwriting or machine transcription. Respond to inquiries from students, staff and/or the public regarding departmental procedures or services.

#### TYPICAL WORK

Answer telephones; receive and refer visitors including students, staff and/or the public; respond to inquiries regarding departmental procedures and services;

Use word processor/typewriter to keyboard/type letters, meeting notices and agendas, reports, manuscripts, financial statements, schedules, test materials, student evaluations and other documents from rough drafts, machine dictation and/or notes/shorthand/speedwriting; take and transcribe meeting minutes;

Perform 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 maintain records;

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

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

Screen and distribute mail, messages, records and office supplies;

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

Post information to various electronic/manual departmental, financial or other records according to established procedures and standards;

Maintain and monitor budget and fiscal records and inform supervisor of status;

Keep account records including tasks such as scheduling and vouchering of requisitions, invoices and payroll;

Perform electronic mail tasks;

Perform computations to determine grade point averages, costs, salaries, etc;

Order, receive and maintain inventory;

Operate office equipment such as computer, word processor, typewriter, calculator and copy machine;

Direct the work of others;

Perform related duties as required.

MINIMUM QUALIFICATIONS

High school graduation or equivalent AND one year of experience performing duties requiring occupational-level keyboarding/typing including transcription

OR

equivalent education/experience.

New Class: 1-03-73

Revision: 7-12-73

Re-title, Recode (2231, Stenographer II), and

Revise Class: 11-16-73

Revise Class: 12-14-73

Revise Class/Title: 7-1-91