

TITLE: <u>Secretary III</u>	SALARY	ISSUED: <u>6/93</u>
	SCHEDULE: <u>Staff</u>	CLASS
UNION: <u>Staff Association – Local 2071, U.A.W.</u>	SALARY	CODE: <u>SA412</u>
	GRADE: <u>4</u>	EEO
	FLSA: <u>Non-Exempt</u>	CODE: <u>40</u>
		E-
		CLASS: <u>SA</u>

POSITION PURPOSE

Perform full secretarial functions as well as delegated administrative duties in support of an assigned academic or administrative unit in a School, College, Division or Center/Institute of the University.

ESSENTIAL JOB FUNCTIONS

- Organize, monitor and expedite the workflow of an assigned office. Initiate follow-up procedures regarding pending matters, route correspondence not requiring supervisors attention, identify and resolve day-to-day operational problems and respond to routine inquiries for data and information.
- Perform complex typing duties including the processing of documents which may require the use of basic desktop publishing software. Edit correspondence and reports, type papers and manuscripts, etc. which may include formulas as well as technical or scientific terminology.
- Compose routine correspondence and memos for supervisors signature. Write newsletters and prepare regular and special reports which require the gathering and summarizing of data.
- Perform basic bookkeeping duties which includes the tracking and monitoring of expenditures and the analysis and projection of funds and financial data. May prepare routine monthly reports.
- Coordinate and assist in the processing of nonacademic and academic paperwork in accordance with established policies and procedures. Identify and resolve problems associated with the processing of paperwork for nonacademic personnel as well as part-time and temporary faculty.
- Provide functional supervision to clerical support staff. Interview prospective clerical personnel and recommend for employment. Distribute work and review for completeness and accuracy. Train in appropriate methods and procedures.
- Keep calendar, schedule appointments and make arrangements for meetings and conferences. Make complex travel arrangements including foreign travel.
- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

ADDITIONAL COMMENTS

This classification requires the incumbent to prioritize and organize the workflow through an office as well as to identify and resolve problems which arise concerning assigned administrative responsibilities. While work is performed within defined procedures, position incumbents are frequently confronted with situations requiring the application of current methods, practices and procedures to new situations. Incumbents must have knowledge of unit policies and procedures as well as knowledge of the operation of related Colleges/Divisions and departments. In addition, this classification is expected to be able to produce a variety of documents using the appropriate software for word processing, graphics, spreadsheets and basic desktop publishing. This classification is located in an academic and administrative office 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 with additional business related courses or an equivalent combination of education and/or experience.
- Ability to operate complex office equipment including software necessary for spreadsheet design basic desktop publishing and graphics.
- Experience providing functional supervision to clerical support staff.
- Good organizational skills including the ability to prioritize office workload and resolve operational problems.
- Ability to communicate effectively with others.
- Ability to perform basic bookkeeping duties, including the ability to analyze data and make projections.
- May be required to use transcription skills.
- Ability to type with speed and accuracy, may include scientific terminology and mathematical equations.
- Previous progressive secretarial or general office experience preferably at Wayne State University.
- Typically, incumbents may have held lower level clerical and/or secretarial positions.

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