

TITLE: <u>Secretary II</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA418</u>
UNION: <u>Staff Association – Local 2071, U.A.W</u>	SALARY GRADE: <u>3</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Perform various general clerical and secretarial duties of a routine nature in support of an assigned academic or administrative unit in a School, College, Division or Center/Institute at the University.

ESSENTIAL JOB FUNCTIONS

- Perform non-standard bulk typing in support of an assigned academic or administrative unit. Type grant proposals, abstracts, manuscripts, course materials, correspondence and University forms; compose straightforward correspondence from specific instructions.
- Maintain, modify and update records for assigned area; generate reports and spreadsheets with the use of appropriate software. Compile and calculate data concerning unit activities and personnel.
- Schedule appointments and meetings, take messages and reserve rooms for faculty and staff. Make travel arrangements and provide itinerary for clients, guests and visitors.
- Prepare and process nonacademic and selected academic personnel paperwork. Review paperwork and forms for accuracy and completeness using Human Resource System (HRS) for assistance and to provide necessary data.
- Perform basic bookkeeping duties requiring the use of the Financial Accounting System (FAS), internal billing systems and the General Billing System (GBS). Prepare and process billings, track requisitions and receive and post payments.
- Organize and monitor flow of proposals, applications and manuscripts through assigned office. May provide functional supervision to clerical support personnel. Distribute and review work. Train in appropriate office methods and procedures.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification, found throughout the University, performs the full range of basic, routine secretarial duties. While the duties assigned are specific in nature, the incumbent is expected to exercise judgment in selecting the most appropriate method to follow in order to complete an assignment. Work activities necessitate good command of the English language and may involve knowledge of legal or limited medical or bilingual terminology. In addition, work activities also include the modification of reports and spreadsheets by using appropriate software. 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 some progressive clerical or secretarial experience or an equivalent combination of education and/or experience.
- Ability to operate standard office equipment including wordprocessor, personal computer and software needed for storing, retrieving, formatting and integrating data.
- Experience providing functional supervision or work leadership desired.
- Good organizational skills.
- Ability to communicate effectively with others.
- May be required to use transcription skills.
- Ability to perform basic bookkeeping duties.
- Ability to type with speed and accuracy, including medical, legal or bilingual terminology.
- Typically, incumbents have held lower level clerical and/or secretarial positions.