

TITLE: <u>Secretary IV</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA419</u>
UNION: <u>Staff Association – Local 2071, U.A.W</u>	SALARY GRADE: <u>7</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Perform the full range of responsible secretarial functions as well as delegated complex administrative duties for 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 in an assigned office. Route and answer routine correspondence and inquiries not requiring supervisory review. Identify and resolve operational problems and initiate follow-up actions on pending matters.
- Perform liaison functions between assigned unit and internal and external contacts. Provide advice regarding policies and procedures. Provide and obtain information concerning projects and unit activities and communicate supervisors intentions and preferences.
- Coordinate and process academic and non-academic personnel paperwork including full-time faculty. Identify and resolve processing problems to ensure personnel matters are affected in a timely manner.
- Perform complex typing duties and process complex documentation with the use of appropriate software, e.g. record and format minutes, type chemical structures and perform layout duties and complex spreadsheet design.
- Perform bookkeeping duties including the tracking and monitoring of expenditures and the analyzing and projection of funds and financial data. May prepare routine monthly reports.
- Provide functional supervision of 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 appropriate complex travel arrangements as needed.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification necessitates a high degree of independent judgment, discretion and knowledge (i.e. knowledge of supervisors job and method of operation, thorough understanding of the policies and procedures of the assigned unit as well as related operations, internal and external contracts, etc.) of an assigned unit of the University. Incumbents are expected to use the most advanced office machinery including desktop publishing, graphics and spreadsheet applications. This classification is in frequent contact with positions at all levels of the University and has frequent access to highly confidential information and files. 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 the most advanced office equipment, including software necessary for desktop publishing, complex spreadsheet design and complex graphics.
- Experience providing functional supervision and work leadership to clerical support staff.
- Excellent organizational skills including the ability to prioritize office workload and resolve operational problems.
- Excellent communication skills, including ability to disseminate instructions and information.
- Ability to communicate effectively with others.
- Ability to perform bookkeeping duties, including ability to analyze data and make projections.
- Ability to type with speed and accuracy, may include scientific terminology and mathematical equations.
- Knowledge of University policies and procedures preferred.
- May be required to use transcription skills.
- Progressive secretarial or general office experience, preferably within the University.
- Typically, incumbents have held a lower level clerical and/or secretarial position.