



		ISSUED: 12/13/2017
TITLE: Secretary I – Upward Bound	SALARY TABLE:	CLASS CODE: SA474
UNION: Staff Association UAW 2071	SALARY GRADE: 02	EEO CODE: 40
JOB GROUPING: Secretary I-C*	FLSA: Non-exempt	EMPLOYEE CLASS: SA

POSITION PURPOSE

Provide limited clerical and secretarial duties of a basic nature in an assigned academic or administrative unit in a School, College, Division or Center/Institute of the University.

ESSENTIAL JOB FUNCTIONS

- Perform basic typing duties in support of an assigned unit. Type forms, memos, manuscripts, class materials and routine correspondence from drafts. Identify and correct errors in spelling and punctuation.
- Maintain office files and records in accordance with established procedure, which may include the entering of data into a database, committing funds on the Financial Accounting System (FAS) and compiling data and information to complete standardized reports.
- Perform general office duties. Order office supplies, establish blanket purchase orders and make copies as needed. Prepare and process standard University forms in accordance with established procedures in an accurate and timely manner.
- Serve as unit receptionist. Answer and direct incoming calls, place outgoing calls and receive visitors. Provide information in response to inquiries. Receive, open and route incoming mail.
- May provide functional work direction of assigned tasks to support personnel. Distribute and review work. Train in appropriate office methods and procedures.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This entry level secretarial position performs work routines of moderate complexity which includes thinking within standard procedures and instructions. This position may provide secretarial assistance to more than one person and may be required to operate standard office equipment, e.g. copier, word processor, personal computer and basic word processing software. This classification is located in an academic and administrative offices 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

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.

- High school graduate or equivalent combination of education and/or experience with previous experience desirable.
- Written and verbal fluency in Spanish and English are required.
- Ability to type with speed and accuracy.
- Ability to operate standard office equipment including basic word processing software.
- Ability to communicate effectively with others.
- Ability to follow oral and/or written instructions.
- May be required to use transcription skills.
- Typically, incumbents have held lower level clerical positions.

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