

SECRETARY II

DEFINITION

Individual will act as personal secretary and reception for said department. Will liaison communication between employees and visitors. Will handle word processing functions including; computer terminal, microcomputer, and/or memory typewriter. May oversee student workers, temporary employees and/or lower level clerical employees; coordinating work flow.

DESCRIPTION OF DUTIES PERFORMED

- Greets visitors, ascertains nature of business, provides proper information or directs visitors to appropriate area.
- Answers telephone giving information to callers and routing other calls appropriately.
- Takes and transcribes routine to difficult dictation from notes or Dictaphone.
- Types correspondences, purchase orders, forms, reports, and other documents.
- Composes routine letters, agendas and memoranda.
- Assists in assembling information for various reports and other information.
- Reads and determines disposition of incoming mail; correspondence, reports, and other information.
- Keeps reports of travel and expenses.
- Maintains attendance/leave reports and summaries for personnel.
- Keeps appointment calendar and develops itineraries.
- May perform word processing duties.
- May oversee tasks assigned to student workers, temporary employees, and/or lower level C&S staff.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of business English.
- Knowledge of arithmetic.
- Ability to type accurately from plain copy or rough draft.
- Ability to take and transcribe dictation at a working rate of speed, either via notes or Dictaphone.
- Ability to establish and maintain effective working relationships.
- Ability to express ideas clearly, concisely and convincingly.

REQUIRED QUALIFICATIONS

- Must be a High school graduate or have attained a GED certification.
- One (1) year of secretarial or clerical support experience or the equivalent.

PREFERRED QUALIFICATIONS

- Word processing utilizing Microsoft Office.
- Microcomputer experience.

Date
2/2011

Skill Level
4

Evaluation
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