

# POSITION DESCRIPTION

		<b>CHAIRPERSON</b>	
DATE FORM IS PREPARED	SUPERVISOR NAME	SUPERVISOR'S CLASS	EMPLOYEE'S NAME
<b>SECRETARY II</b>			
JOB TITLE	SKILL LEVEL	ACCT # / Pos #	FTE %
FORMER EE NAME	EFFECTIVE HIRE DATE	DEPARTMENT NAME	

## JOB SUMMARY

This position serves as the departmental secretary and reports to the chairperson. The position plans and coordinates the clerical workflow and activities of the department. This position is also responsible for coordinating the work of a full-time clerk/typist.

### DUTIES AND RESPONSIBILITIES (POSITION % BREAKDOWN)

- 35%** Plans and coordinates clerical activities and workflow of the department.
  - Distributes clerical workload to one full-time clerk/typist and to four (4) work-study students.
  - Ensures that departmental files are maintained and properly organized.
  - Coordinates completion of coursework typing for faculty members.
  - Maintains and signs personnel leave records for department and payroll time cards for students.
  - Orders supplies for department.
  - Coordinates clerical activities of department associated with registration.
  - Gathers information for departmental reports on enrollment, etc.
  - Evaluates work performance of student workers and informs chairperson of work performance of the full-time clerk/typist.
- 25%** Maintains and manages budget and other fiscal matters of the department.
  - Obtains necessary information to prepare requested requisitions.
  - Types forms or supervises typing.
  - Reconciles account balances.
  - Ensures that all required signatures are present on requisitions.
  - Resolves problems associated with fiscal information.
  - Prepares various fiscal reports.
- 25%** Types complex work of department.
  - Types the majority of grant proposals and research papers.
  - Types technical work requiring the use of special symbols.
  - Types quarterly bulletin/ schedule.
  - Types the minutes of committee meetings.
- 10%** Provides personal secretarial services for the chairperson.
  - Maintains chairperson's calendar.
  - Arranges hotel and travel reservations for the chairperson and faculty.
  - Types the chairperson's correspondence and takes dictation.
  - Takes minutes of committee meetings.
- 5%** Performs related and occasionally unrelated duties as assigned.

*Employee's Signature*

*Supervisor's Signature*

*Director's or Chairperson's Signature*

*Academic or Administrative Officer*