



Position Description

JOB TITLE: Secretary IV
FLSA: Non-exempt
SALARY LEVEL: Classified Level 6

The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.

SUMMARY:

Under direct supervision of the Executive Director, Division Director, or the Departmental Supervisor the incumbent will perform a variety of administrative and staff support duties which require an accompanying range of office skills and procedures and knowledge of organizational policies and procedures. Assists and directs students and visitors and helps resolve administrative problems and inquiries both internal and external to the office. Composes, edits, and proofreads correspondence and reports and prepares a wide range of administrative and departmental documents.

DUTIES AND RESPONSIBILITIES:

The incumbent:

- Types, using a PC or typewriter, to compose and edit correspondence or memoranda from dictation or verbal direction. May prepare, compose, transcribe, revise, and combine material such as intra, inter, and outside office correspondence, reports, records, forms, agendas, minutes of meetings, scientific or technical material, numerical data, and tabular information from rough draft, corrected copy, recorded voice dictation or previous version. Develops and maintains data and conducts checks of data to ensure accuracy
- Establishes, maintains, and updates files (software and hard copy), databases, records, and other documents needed for accurate reporting.
- Answers telephone or group telephone system and provides information to callers or routes calls to appropriate person.
- Schedules appointments for meetings with students and department personnel. Greets visitors.

- Prepares or assists with the preparation of scheduled or ad hoc statistical and narrative reports. Performs basic information gathering as specifically directed.
- Requisitions supplies, printing, maintenance requests and other services as needed by the department. May assist with or stay abreast of the departmental budget and advise supervisor of any significant changes.
- Calculate overload or part-time salaries for faculty and submits to the VPES office.
- Arranges travel schedule and reservations for supervisor and departmental personnel.
- Sorts and distributes incoming mail. Prepares outgoing mail.
- May assist with student registration, advising, financial aid, student criminal background checks, scheduling student physicals or other related health or insurance data, and transcript requests. May assist in developing course schedule for department. May assist in scheduling room assignments for instructors.
- Conduct research for and order applicable course textbooks.
- May research Southern Association of Colleges and Schools (SACS) or departmental accreditation agency web site or may telephone to gather information for maintaining or gaining accreditation.
- May perform other duties, not listed, as needed.

MINIMUM EDUCATION AND EXPERIENCE:

Associates Degree plus two (2) years directly related work experience or any combination of college, technical, or university education and directly related work experience equal to four (4) years.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Ability to read and understand verbal and written instructions. Ability to compose, type, and print business correspondence and memos. Skill in using a calculator, typewriter, computer terminal, and printer. Ability to file records using an alphabetical and color-coded filing system. Ability to communicate using oral or written methods of delivery. Ability to apply or calculate simple mathematical equations. Knowledge of basic accounting procedures. Knowledge of departmental accreditation rules and procedures. Database management skills. Ability to maintain calendars and schedule appointments. Receptionist skills.

PHYSICAL EFFORT:

Light physical activity that may include lifting, pushing, pulling of objects up to 15 pounds.

WORKING CONDITIONS:

Work is performed in an interior/office work environment.

SUPERVISION:

Received: Executive Director, Division Director or Departmental Supervisor

Given: May occasionally supervise student workers