



REVISED: 07/17/2019
Submitted: 07/16/2019

JOB TITLE:	SECRETARY III
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8662
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility, with a minimum of supervision and guidance, for providing the primary confidential and non-confidential clerical and secretarial support including stenography, transcription, typing, filing, scheduling appointments and meetings, answering phone calls, and duplicating materials; works with system-wide procedures and policies which impact one or more major organizational segment; works fairly independently maintaining a close and highly responsive relationship with the day-to-day activities of the supervisor and/or primary secretary.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs confidential and non-confidential clerical and secretarial duties including filing, word processing, and taking and transcribing dictation, correspondence, documents and reports reviewing outgoing materials for typographic accuracy, internal consistency and conformance with approved procedures and proper format assuring that proper clearances have been obtained

Opens, sorts, reads, catalogs and screens incoming mail, publications, regulations and directives and other written communications, taking appropriate action in routine situations and using own judgment and initiative to determine approach or action to take in non-routine situations

Receives, initiates, screens, and facilitates telephone communications responding to routine requests which have standard technical and nontechnical answers selecting relevant information from a variety of sources interpreting and adapting where needed

Maintains supervisor's calendar, tentatively schedules appointments and arranges for conferences and meetings without prior clearance; anticipates, prepares and assembles materials needed for meetings and conferences; attends meetings taking and transcribing minutes

Composes, on own initiative, for signature of supervisor correspondence which is related to administrative matters, general office policies, and standard technical and nontechnical information

Anticipates, requests and assembles information, on own initiative, needed for periodic or special reports, correspondence, documents, and inquiries

Handles differing situations, problems and deviations, personally and with own discretion, according to general instructions, priorities, policies and goals

Establishes and maintains office files and reports, requisitions supplies, forms, maintenance and other services as required, and operates standard office machines including computers, adding machine, calculator, copier, and other equipment as required

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years of successful secretarial-related experience in an office environment with excellent knowledge of general office procedures
Word processing/transcription skills
Excellent knowledge of business English, spelling and arithmetic
Effective communication skills

DESIRABLE QUALIFICATIONS
Business school education
Successful secretarial experience
Excellent telephone and reception manners
Successful experience in similar or related area of assignment
Ability to work well in a team situation
Efficient time management
Experience in a diverse workplace