



## Job Description

**Job Title:** Administrative Secretary  
**Department:** Multiple

**Grade:** G  
**FLSA:** Non-Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Performs a variety of standard secretarial and administrative tasks which may include filing, greeting and directing callers and visitors, maintaining computer databases, and typing in support of the department's daily operations.

### **Characteristic Duties and Responsibilities:**

1. Responds to inquiries and requests involving some use of independent judgment to fit situations and facts with established guidelines; serves as informational resource to staff.
2. Creates and updates unit's files; pulls and re-files records; purges inactive files.
3. May maintain unit's computerized databases, updating and purging records as needed.
4. May monitor inventory and supplies and fill out orders as needed.
5. Answers phone; provides information and explains procedures; refers call to appropriate person; takes messages; screens requests for supervisor.
6. May research inquiries by contacting appropriate person for further information; may contact questioner to provide answer.
7. Selects and mails form letters, brochures, and other prepared correspondence.
8. May type and proofread memos, correspondence and other printed material.
9. May gather and summarize information; may produce reports.
10. Performs other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to the assigned administrator for the department

**Direction Given:** No authority or responsibility for the supervision of others, project direction, or program management

### **Minimum Requirements:**

Requires a high school diploma or GED and one year of office experience



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### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of standard office procedures and equipment  
Knowledge of computer and office applications  
Ability to work well with individuals with diverse backgrounds

### **Working Conditions:**

Typical office environment; frequently sitting at a desk or workstation using a computer display, keyboard, mouse and telephone; frequent interactions with students, faculty, staff, and/or the public; infrequently lifting and carrying items up to 10 lbs.; infrequently bending or twisting at the waist and reaching overhead; infrequently traveling between buildings on campus