

ADMINISTRATIVE SECRETARY I GR-5

BASIC FUNCTION

Switchboard Operator to perform a variety of basic secretarial and clerical duties for a department/program or group of assigned faculty or staff members, with a principal focus on switchboard functions, as well as basic and specialized typing and recordkeeping/reporting tasks.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Perform key switchboard functions and greet visitors: screen calls and visitors to determine nature of request or problem; refer to appropriate staff member or office; take messages; make appointments; take standard information for administrative or other purposes; distribute a variety of written information; collect forms; answer questions about department/school policies, procedures, fees, schedules, events, services, programs, and the like; assist with completion of forms.
- Type a variety of written materials (correspondence, tests, reports, minutes, forms, records, brochures, etc.) from handwritten, taped or typed copy, using standard typewriters and/or computer word processor. Perform some basic editing, layout and printing format design, and similar specialized tasks associated with use of word processing programs.
- Photocopy and mimeograph various materials. Collate and distribute as required.
- Sort and distribute incoming mail. Prepare outgoing mail.
- Maintain various department/program records and files, frequently involving cross-filing/cross-reference systems.
- Process various incoming and outgoing documents: prepare/initiate documents; review incoming documents for accuracy and completeness; code; complete missing or inaccurate information resolve discrepancies; enter data in manual and computerized files, verify/edit to ensure accuracy, update files/records regularly; distribute or file documents as appropriate.
- Compile a variety of standard information from both manual and computerized records and files for regular and special reports and in response to specific requests by supervisor or other staff members.
- Perform basic bookkeeping tasks related to operating budgets or special accounts.
- Perform other specialized clerical/technical tasks related to the department's primary function, such as organizing of specialized materials, scheduling tasks, and the like.
- Perform related duties as assigned.

SUPERVISION RECEIVED

Direct to moderate supervision is received from an office manager, department head or other senior staff or faculty member.

MINIMUM QUALIFICATIONS

Associate's degree in a secretarial curriculum, or high school plus two years of relevant secretarial/clerical experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good basic typing, filing, switchboard, and other general office skills, including word-processing. Good basic reading, spelling and math skills.
- Relevant manual and computerized recordkeeping skills; some bookkeeping skills may be desirable.
- Ability to deal with students, faculty, staff, parents, and/or others in a courteous and efficient manner.

.....
This general outline illustrates the type of work which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.