Sul Ross State University
Position Description

Official Title: Administrative Secretary  
Salary Group: 6  
Job Code: 4013

Summary
Function: Provides highly skilled secretarial assistance and relieves administrator of major sections or units of work.

Scope: Manages routine as well as non-standardized office or department clerical work flow; develops production methods and processes complex or large volumes of material.

Duties
Essential: Performs tasks using word processing, spreadsheet, and/or database computer skills; assigns and reviews work of small clerical staff; keeps various administrative, fiscal, and/or academic records; handles and maintains confidential information; verifies documents for completeness and accuracy; composes correspondence; compiles complex reports which may include research, calculation, and composition; requisitions materials; serves as receptionist, provides individuals and general public with information on policies and procedures; makes arrangements for travel, meetings, and special programs, operates computer; may handle money; may maintain department web pages. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Duties unique to the particular department and other duties as assigned.

Supervision
Received: Broad instructions on policy and procedure; work occasionally reviewed by supervisor.

Given: May supervise students and other classified employees.

Education
Required: High school graduation with business courses or equivalent.

Preferred: College or business school courses.

Experience
Required: Four years secretarial experience or combination of training and/or experience.

Preferred: More than four years experience, with part at SRSU or related experience.

Equipment/Skills
Required: Keyboarding 55 wpm; standard office machines and computer skills.

Preferred: word processing, spreadsheet, and database

Working Conditions
Usual: Office conditions; standard hours. Position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: January, 2004