Sul Ross State University
Position Description

**Official Title:** Secretary  **Salary Group:** 4  **Job Code:** 4015

**Summary**
Function: Provides skilled secretarial assistance and assumes minor administrative duties within framework of established policies.

Scope: Independently coordinates routine office or departmental clerical work according to established procedures and may process varied, complex or large volumes of material.

**Duties**
Essential: Performs tasks requiring skill in keyboarding and computer usage; may transcribe varied material from dictation or draft; may type correspondence, forms, statistical reports, tests, manuscripts, or proposals; composes routine correspondence and compiles reports; maintains various records and filing systems; handles and maintains confidential information; serves as receptionist; opens and routes mail; makes appointments and travel arrangements; may assist with preparation of programs or publications, maintains inventory and may order materials for department; may handle money; may grade papers; may maintain department webpages. 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: General instructions and work periodically reviewed by department head.

Given: May supervise student and other part-time employees.

**Education**
Required: High school graduate or equivalent with business courses.

Preferred: College or business school courses.

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

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

**Equipment/Skills**
Required: Keyboarding 50 wpm; standard office machines; computer skills.

Preferred: Word processing, database, and spreadsheet computer program skills.

**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: May 31, 2002