



## General Administration Job Function

### Secretary III

Grade 53

#### Summary

Performs a variety of complex secretarial and office duties to coordinate the activities and procedures of an academic or administrative unit. Normally performs tasks with a great deal of independence. Exercises judgment in selecting and applying established procedures correctly, and in determining when to refer situations. Requires ability to make complex decisions related to administrative support functions.

#### Typical Duties

1. Sets up and administers systems and procedures for a department or unit.
2. Keyboards and/or word processes text and information such as letters, reports, memos and course materials.
3. Composes correspondence, reports and memos.
4. Arranges meetings and conferences and keeps minutes or records.
5. Prepares and maintains expenditure records or spreadsheets for budget, grant or contract.
6. May assist in hiring, training, scheduling and distributing work of other staff, students, casuals or temporary workers.
7. Performs office functions regarding finances such as purchasing, maintaining an inventory of supplies or accounts payable.
8. Makes and schedules appointments and travel arrangements.
9. Sets up and maintains file systems.
10. Assists with planning functions such as personnel, budget and space requirements.
11. Answers phones, takes messages and routes calls.
12. Receives visitors and answers routine inquiries from students, staff and faculty regarding policies and procedures.
13. Prepares forms and operates office equipment.
14. May perform library research or gather other relevant information needed.
15. May take and transcribe dictation.

16. Contributes to unit goals by accomplishing related duties as required.

**Typical Requirements**

*Education:* High school graduate or equivalent, preferably with business/secretarial training beyond high school.

*Skills and Experience:* Three or more years' related experience. secretarial/office experience preferred. Computer skills and ability to pass standard typing test required. May be tested on appropriate computer skills as required. Keyboarding speed (wpm) may be required as appropriate to job duties. Shorthand and/or Dictaphone experience may be required.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.