



General Administration Job Function

Secretary III (Technical)

Grade 54

Summary

Performs a wide range of complex secretarial and administrative/office duties requiring knowledge of University and departmental policies and procedures for an academic or administrative unit. In addition, performs specialized typing assignments, requiring rapid and accurate typing of technical material, and/or performs advanced text processing functions of a complex technical nature.

Typical Duties

1. Answers correspondence.
2. Types and/or processes text and information such as letters, reports, memoranda, and course materials.
3. On a regular basis, prepares copy for publication involving the set-up of complex materials (e.g., tables, equations, etc.), use of special characters and symbols, and/or use of advanced text processing functions such as telecommunications, data processing, typesetting, etc.
4. Arranges meetings and appointment schedules.
5. Sets up and administers departmental systems and procedures.
6. Acts as information source on established organizational policies and procedures.
7. Gathers, compiles, and reports relevant information.
8. Assists with required administrative reports.
9. Prepares and maintains departmental financial and/or personnel records.
10. Acts as liaison with staff, faculty, students, or non-University personnel.
11. Assists with planning functions such as personnel budget and space requirements.
12. May distribute work to and/or oversee the workflow of other support staff.
13. May interview applicants for support staff positions.
14. Performs related job duties as required.

Typical Requirements

Education: Business/secretarial school training beyond high school or college background preferred.

Skills and Experience: Three or more years of previous secretarial or related technical experience. ability to handle complex and confidential material Education beyond high school may count toward experience. Must be able to pass standard typing test and perform complex technical/processing tasks. Shorthand ability may be tested if 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.