



## General Administration Job Function

### Secretary I, Technical Grade 50

#### Summary

Performs standard secretarial and office duties, specialized typing assignments that requires rapid and accurate typing of technical material and/or advanced text processing functions of a complex technical nature for an academic or administrative unit.

#### Typical Duties

1. Types and/or processes text and information such as letters, reports, memoranda, course materials, and may compose routine correspondence.
2. 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.
3. Makes and schedules appointments and travel arrangements.
4. Sets up and maintains alphabetic, numeric, and/or subject files.
5. Receives visitors and answers routine inquiries.
6. Prepares forms for and operates office copy machine.
7. Gathers materials from specified sources.
8. May take and transcribe dictation.
9. Performs related job duties as required.

#### Typical Requirements

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

*Skills and Experience:* One year of related technical experience preferred. Education beyond high school may count toward experience. Must be able to pass standard typing test and perform technical typing/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.

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