General Administration Job Function

Secretary II
Grade 51

Summary

Performs moderately complex secretarial and office duties for an academic or administrative unit. Normally performs tasks with work priorities and general instructions provided by the supervisor. Exercises judgment in selecting and applying established procedures correctly, and in determining when to refer problems to supervisor.

Typical Duties

1. Keyboards and/or word-processes text and information such as letters, reports, memos and course material.

2. Composes correspondence, reports and memos.

3. Arranges meetings and conferences and keeps minutes or records.

4. May prepare and maintain expenditure records or spreadsheets for budget, grant or contract.

5. May assist in training, scheduling and distributing work of students, casuals or temporary workers.

6. Performs office functions regarding finances such as purchasing, maintaining an inventory of supplies or accounts payable.

7. Makes and schedules appointments and travel arrangements.

8. Sets up and maintains file systems.

9. Answers phones, takes messages and routes calls.

10. Receives visitors and answers routine inquiries from students, staff and faculty regarding policies and procedures.

11. Prepares forms for and operates office equipment.

12. May perform library research or gather other relevant information as needed.

13. May take and transcribe dictation.

14. 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: One to two years related work experience required. secretarial/office experience preferred. Education beyond high school may count toward experience. 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.