



General Administration Job Function

Secretary II (Technical)

Grade 52

Summary

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

Typical Duties

1. Composes correspondence and memoranda.
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 setup of complex materials (e.g., tables, equations, etc.), use of special characters and symbols, and/or use of advanced text pressing functions such as telecommunications, data processing, typesetting, etc.
4. Sets up and maintains office files.
5. Interviews callers and makes proper referrals.
6. Arranges meetings and conferences and keeps records.
7. Receives, refers, and answers mail.
8. Answers questions from visitors, faculty, students, or staff relating to office operations and established policies and procedures.
9. Coordinates office purchasing and processing with other offices.
10. Gathers relevant information.
11. May take and transcribe dictation.
12. May prepare and maintain expenditure records for budget, grant, or contract.
13. May oversee the workflow of other support staff.
14. Performs related job duties as required.

Typical Requirements

Education: Data processing school training beyond high school or equivalent experience.

Skills and Experience: Two to three years of experience as a computer operator.

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.