



JOB TITLE	DEPARTMENT	REPORTS TO
Secretary I	Student Services	Department Administrator

Position No: 61088	Length of Work Year: 10, 11, or 12 Months
Salary Schedule: V0F, V1F, V2F	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised: 8/12/99

JOB GOAL
<p>This is clerical work which involves moderately complex work problems and requires taking and transcribing notes of oral dictation. This work includes a wide variety of clerical tasks. Until the more difficult phases of the job are learned, a new employee works under relatively close supervision, but thereafter detailed instructions are received only when changes in procedures are made.</p>

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. Knowledge of grammar, spelling, Business English, and mathematics. 3. General office skills, word processing and data entry proficiency tests. 4. T.A.B.E. test or successful completion of one (1) year of college work. 5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To take and transcribe dictation. 2. To type answers to correspondence and prepare reports and tabulations. 3. To give information to other offices and the public applying a knowledge of laws, rules, regulations, and procedures. 4. To record and advise supervisor of important engagements and meetings; opens and distributes mail. 5. To maintain files and assemble materials from files and record for use by the supervisor in answering the mail. 6. To prepare moderately complex reports and summarize requiring specialized knowledge in a particular field independently checking and researching a variety of records. 7. To perform related work as required. 8. To perform assigned tasks in a timely and efficient manner. 9. To perform assigned tasks with a high standard of quality. 10. To perform other duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:
<p>Sedentary (S) - Infrequent lifting and carrying of objects weighing 10 pounds or less. Infrequent walking and/or standing may be required.</p>