



**Job Specification**

**Job Title: Administrative Secretary, Senior**  
**BCAT Code: 510X AN**  
**Pay Grade: G09**

**Effective Date: April 1, 2007**  
**Revised Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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**General Description**

Performs advanced secretarial and clerical duties in support of an office or department.

**Examples of Duties**

- Composes, types and edits letters, memos, and similar correspondence.
- Prepares and maintains correspondence and invoices.
- Assists with special projects.
- Coordinates only the clerical activities of the office or department.
- Oversees the ordering of supplies and maintenance of files.
- Coordinates the distribution of mail and correspondence.
- Coordinates the maintenance and repair of office equipment, scheduling of meetings, and scheduling travel arrangements for staff and faculty.
- Provides necessary and helpful information to public.
- Performs other advanced clerical and secretarial duties as assigned.

**Knowledge, Skills, and Abilities**

- Knowledge of office policies and procedures.
- Knowledge of basic computer operation and software (spreadsheets and word processors).
- Ability to multi-task, pay attention to detail, and exhibit excellent customer service.
- Effective time management and organizational skills.
- Effective oral and verbal communication with external and internal customers.

**Minimum GSU Hiring Standards**

A high school diploma and three years of related experience; or a combination of education and experience. Typing speed above 40 words per minute may be required.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*