



Job Specification

Job Title: Administrative Secretary
BCAT Code: 510X AL
Pay Grade: G08

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

General Description

Performs secretarial and administrative duties supporting an office or department.

Examples of Duties

- Types letters, memos and other documents and correspondence. Proofreads typed documents for accuracy and completeness.
- Answers telephones, screens and directs phone calls.
- Greets visitors, ascertains nature of business and directs them to appropriate staff/faculty.
- Schedules meeting and travel arrangements for members of the department or office.
- Orders and maintains office supplies.
- Maintains department or office records and filing system.
- Opens, date stamps and distributes incoming mail.
- Prepares materials to be mailed such as assembling packets, stuffing envelopes, etc.
- Provides room set-up and other support for meetings; plans conferences.
- Assists department members with special projects.
- Assists public by providing general information by telephone, mail or in person.
- Coordinates the maintenance and repair of office equipment.
- Suggests improved work methods and procedures.
- Coordinate work activities of lower level secretarial and clerical support staff.
- Conducts administrative projects relating to the functional area of the department.
- Performs other related duties as assigned

Knowledge, Skills and Abilities

- Knowledge of computers and various computer software packages and operations, such as Word, Excel, Access, PowerPoint, etc.
- Knowledge of Business English, spelling and grammar.
- Knowledge of campus policies and procedures.
- Knowledge of office policies and procedures.
- Effective organizational and time management skills.
- Ability to provide proper customer service.
- Ability to prioritize work assignments.
- Effective oral, interpersonal, and written communication skills.

Minimum GSU Hiring Standards

High school diploma or GED and two years secretarial/administrative 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.