



Job Specification

Job Title: Secretary Senior
BCAT Code: 510X EL
Pay Grade: G07

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

General Description

Performs advance level secretarial support to office. Duties are performed under direct supervision and may vary depending upon assigned projects.

Examples of Duties

- Types letter, memos, and other documents and correspondence; proofreads typed documents for accuracy and completeness, writes, types, or enters information into computer to prepare correspondence, invoices, or other documents, copying information from one record to another.
- Compiles and sorts documents, such as invoices and checks.
- Answers telephones, screen calls, give information to callers or route calls to the appropriate area, as well as, greet visitors, ascertains nature of business directs them to the appropriate personnel or area; assists public by providing general information by telephone, mail, or in person.
- Opens, date stamps and distributes incoming mail; assists in the maintenance of office records and central files.
- Delivers documents and packages to various campus locations; provide room set-ups and other support for meetings.
- Assists department members with special projects.
- Orders and maintains office supplies.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of personnel routines and schedules
- Ability to work under general supervision
- Possess effective organization and time management skills
- Knowledge of basic office equipment
- Possess strong computer skills
- Knowledge of Business English, spelling, grammar with the ability to communicate verbally and in writing.
- Knowledge of office procedures and policies; of campus policies and procedures.
- Ability to perform mathematical calculations with accuracy.

Minimum GSU Hiring Standards

High school diploma and one-year secretarial/clerical experience. Knowledge of word processing skills, such as merging, labels, word processing, graphs and other similar computer programs: Word Perfect 6.1 and Lotus 1-2-3.

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.