



## **Job Specification**

**Job Title: Secretary**  
**BCAT Code: 510X EA**  
**Pay Grade: G06**

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

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### **General Description**

Provides entry-level secretarial and clerical support to 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 calls, gives information to callers or routes calls to appropriate staff/faculty.
- Greets visitors, ascertains nature of business and directs them to appropriate person.
- 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.
- Assists department members with special projects.
- Delivers documents and packages to various campus locations.
- Assists public by providing general information by telephone, mail or in person.
- Coordinates the maintenance and repair of office equipment.
- Schedules meeting and travel arrangements for members of the department or office.
- Orders and maintains office supplies.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities**

- Knowledge of computers and various computer packages used for word processing, graphs, tables, etc.
- Knowledge of Business English, spelling and grammar.
- Knowledge of office policies and procedures.
- Knowledge of campus policies and procedures preferred.
- Knowledge of basic office equipment operation.
- Effective organizational skills and time management skills.
- Proofreading skills.
- Ability to provide proper customer service.
- Ability to communicate effectively in writing and orally.
- Ability to prioritize work assignments and work under general supervision.

### **Minimum GSU Hiring Standards**

High school diploma or GED and six months secretarial or office experience. Type 50 wpm or 40 wpm with six months word processing experience.

*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.*