

Position Vacancy Announcement

SECRETARY 2

Department of Public and Allied Health College of Health and Human Services

Pay Grade: 7

Job Opening Number: J-61177

Posted: July 14, 2008

Posting Deadline: 1:00 pm, Friday,
July 18, 2008

Work Schedule: Full-time position. Days/hours: 8:00 a.m. to 5:00 p.m., Monday thru Friday.
Full benefit package available.

Position Summary: Under direct supervision of the Department Chair, relieves supervisor of non-routine administrative tasks. Duties include answering the main incoming telephone line, file maintenance, processing payments via FMS, and office coverage.

Essential Duties, Tasks and Responsibilities

- Serves as office receptionist. Answers telephone; screens and directs calls, greets and directs visitors.
- Maintains office in absence of supervisor
- Independently responds in writing or via telephone to complaints and exercises sound judgment and problem-solving skills in addressing referral of concerns/inquiries; maintains complaint log and follow up.
- Independently composes responses to correspondence which provide non-legal interpretation of office policies and procedures.
- Requests payments/purchase orders for the area via FMS
- Manager for PAH credit card, VISA.
- Prepares travel reimbursements as needed.
- Sorts and distributes mail with direction.
- Responsible for filing; maintains confidential office files.
- Orders all office purchases and office supplies; maintains supply inventory. Facilitates purchases of high cost items (i.e. fax machines, printers, etc.). Orders some lab supplies and equipment.
- Makes recommendations and assists in developing new office procedures and policies.
- Assists with budget preparation.
- Performs a variety of secretarial tasks (copies, collates and distributes written materials; prepares typed copy; prepares materials for mailing; coordinates office maintenance and custodial requests).
- Receives, sorts, and routes incoming mail. Opens, answers, routes, mail addressed to the department or to the chair. Organizes all outgoing mail.
- Answers inquiries about program activities and general questions about the Public and Allied Health Department. Route inquiries as appropriate to faculty or staff.

This list of duties and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Essential Knowledge, Skills and Abilities

- * Ability to work flexibly in a fast-paced, administrative office environment.
- * Excellent written and verbal communication skills.
- * Demonstrated effective time management and organizational skills.
- * Proficiency using personal computers and software including word processing and spreadsheet software.
- * Effective interpersonal, leadership, training and consensus-building skills.
- * Ability to understand and follow written and verbal instructions.
- * Accurate filing and record-keeping skills.
- * Experience in using office equipment (multi-line telephone, copier, fax machine).

Major Worker Characteristics

Knowledge of office practices and procedures; agency policies and procedures*; employee training and development. Ability to apply principles to solve practical, everyday problems; calculate fractions, decimals and percentages; proofread materials; recognize errors and make corrections; gather, collate and classify information about data, people or things; cooperate with co-workers on group projects; deal with problems involving several variables in familiar context; check pairs of items that are similar or dissimilar; add, subtract, multiply and divide whole numbers; screen mail; sort items into categories according to established methods; answer routine telephone inquiries from public; make appointments. Skill in typing. (*) Developed after employment.

Minimum Class Requirements

Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus: ten months experience as Typist 2, eight months experience as Technical Typist or Stenographer 2 or four months experience as Secretary 1 (or twelve months experience performing like duties in private industry or other governmental offices) or completion of coursework to qualify for diploma in secretarial technology or associate degree in secretarial science.

Selection Criteria

Employees: Interview with department; evaluation of experience, training, and education; supervisory evaluation of past work experience. Public applicants: Pre-screening of employment application for minimum state qualifications. Department will determine who will be interviewed through evaluation of experience, training and education. Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at: <http://www.bgsu.edu/offices/ohr/employment/>

To Apply

A BGSU Employment application must be completed and turned into the Human Resource Office prior to the deadline day and time. Additional information, including a resume' and reference letters, can be attached but can not be substituted for the employment application. Internal applicants must sign an Employee Request to Transfer form and attach an updated resume or data sheet prior to the deadline day and time. An employment application can be obtained at the Office of Human Resources or from the following web site: <http://www.bgsu.edu/downloads/execvp/file11149.pdf>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

*BGSU hires only individuals authorized to work in the United States
For information regarding BGSU's crime statistics, please visit Public Safety's website at
www.bgsu.edu/offices/safety.*