

# Classification Specification: Secretary

Classification Number: 12551  
Effective Date: 04/14/2014

Pay Grade: 24  
Current Exemption Status: Nonexempt

## Position Summary

Provides support to department group or individuals. Relieves supervisor of routine clerical tasks within established guidelines. Prepares correspondence, answers telephones, maintains files and performs a variety of clerical tasks.

## Essential/Primary Duties

- Serves as receptionist. Greets and directs visitors, students, staff and faculty. Answers department phone and directs calls as appropriate.
- Prepares and/or transmits written correspondence through e-mail, fax or hard copy as directed. Scans, photocopies and assembles materials. Opens and distributes mail.
- Maintains office equipment, including keeping photocopiers and printers stocked with toner and paper. Assists with troubleshooting and resolving equipment problems. Serves as liaison to ITS for equipment issues. Initiates work orders for repair.
- Processes applications. Maintains confidential files. Compiles, enters, retrieves and maintains information in database systems. Runs reports.
- Coordinates department purchasing program. Maintains inventory of supplies and places orders as needed.
- Schedules and coordinates meetings and special events. Maintains department conference room calendar. Prepares agendas, types minutes, records attendance, and makes travel arrangements as necessary.
- May assist with or perform maintenance of department website.
- Assists faculty and staff with special departmental projects and programs.

## Experience and Education

### Experience

- Six months related experience required

### Education

- High school diploma or GED required

## Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

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## Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

## Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to draft office correspondence
- Ability to operate computers and peripheral equipment such as printers

## Supervisory Responsibility

**Full-Time**

None

**Part-Time**

None

## Providing Direction

**Full-Time**

None

**Part-Time**

None

## Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.