Classification Specification:
Sr. Secretary

Classification Number: 12552  Pay Grade: 25
Effective Date: 04/14/2014  Current Exemption Status: Nonexempt

Position Summary

Provides support to a department, group or individual(s). Relieves supervisor of non-routine administrative tasks. Researches, gathers information and prepares reports. Assists with the preparation and maintaining of department budgets.

Essential/Primary Duties

– Serves as receptionist. Greets and directs visitors, students, staff and faculty. Answers department phone, responds to inquiries and/or redirects calls as appropriate.

– Prepares and/or transmits written correspondence (i.e., handouts, exams, reports, mailing lists) through e-mail, fax or hard copy. Oversees incoming and outgoing mail.

– Maintains office equipment and troubleshoots issues. Oversees the department's computer needs, including the maintenance and requesting of computer software and hardware.

– Manages database systems. Maintains confidential files. Compiles, enters, retrieves and maintains information in database systems. Queries databases and runs reports.

– Interviews, hires, trains and evaluates student assistants. Coordinates work schedules. Prepares alarm code requests and orders keys as needed. Approves students' time.


– Maintains inventories and orders supplies and books as needed.

– Schedules and coordinates meetings and special events. Maintains department conference room calendar. Makes travel arrangements and prepares travel and business entertainment reimbursement.

– Works on special projects as needed.

– May register students for courses specific to department. Runs department reports as needed.

Experience and Education

Experience

– One year related experience required

Education

– High school diploma or GED required
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Physical Requirements

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

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 query, run reports and modify data in financial systems
— Ability to access and maintain document imaging systems, including scanning and filing documents
— Ability to operate computers and peripheral equipment such as printers
— Ability to draft office correspondence

Supervisory Responsibility

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Providing Direction

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Responsibility for Student Workers

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