

Classification Specification: Sr. Secretary

Classification Number: 12552 Pay Grade:
Effective Date: April 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.
- Downloads and reconciles budget reports. Provides information for the preparation of annual reports. Reconciles P-card transactions. Prepares check requests.
- 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

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.