

Job Title: Secretary

QUALIFICATIONS: The Secretary has general capabilities obtained through successful completion of increasing responsibility and five years experience. Secretarial personnel have obtained necessary specialized knowledge applicable to the Institute. Employees at this level will have the ability to supervise and coordinate the activities of administrative staff and be fully effective as the clerical person. They must be able to use a range of custom and commercial software applications to complete their tasks. Excellent communications and interpersonal skills are required. Validated tests are given to determine knowledge and skills. Satisfy typing, spelling, ten-key, and error detection test requirements.

GENERAL DESCRIPTION: The Secretary has specialized and well-developed clerical and administrative skills. They handle routine tasks using personal judgment and discretion with minimal day-to-day supervision, as well as occasional special project assignments. They are responsible for training subordinate staff, advising management on various requirements of the section, and ensuring that their administrative support skills keep up with current technology.

FUNCTIONAL DESCRIPTION: An individual at the Secretarial level performs the following functions:

- Types correspondence, reports, and tabular data from drafts provided by professional personnel and edits for spelling, punctuation and grammar.
- Uses a variety of software programs including word processing, database, graphics, spreadsheet, and project management applications, as well as other custom applications to perform Institute administrative tasks.
- Answer telephones, using judgment for routing calls.
- Coordinates meetings, appointments, schedules, and facilities as requested by supervisor, and training director.
- Maintains hard copy and electronic filing and record keeping systems to facilitate retrieval and historical record maintenance as required by the client or other pertinent entities.