

MORGAN STATE UNIVERSITY JOB SPECIFICATON



SECRETARY

Class Code: 01317

FLSA Code: N/E (Non-Exempt)

Pay Range: 06

JOB SUMMARY

Under direct supervision, provides routine secretarial and clerical support to an individual or group. Work requires general knowledge of organization or program where assigned and involves basic support or production of high volume work. Work involves exercise of limited discretion, minor consequence of error, and operating within well defined procedures and instructions.

PRIMARY DUTIES

1. Prepares and reviews manuscripts, correspondence, charts, forms and other material from copy created by others using typewriter and/or automated office equipment. Proofreads materials.
2. Composes and sends routine acknowledgements or selects simple form letters in response to routine inquiries.
3. Sets up and maintains simple files. Assists in preparing and administering office accounts and records. Enters, updates, and retrieves information stored in files and databases.
4. Opens, sorts, and routes mail. Assists with bulk mailings.
5. Receives telephone calls and visitors. Answers routine inquiries and takes messages. Relays messages and instructions from supervisor.
6. Schedules and coordinates meetings and appointments. Makes travel arrangements following specific instructions and keeps travel itinerary.
7. Orders supplies, equipment, repairs and services upon instruction.

8. Gathers material, obtains documents and background information for reports and other purposes in accordance with specific instructions. Ensures confidentiality of information.
9. Supports office by using automated equipment such as facsimile machines, personal or networked computers and printers, copy equipment, voice messaging and electronic mail systems, and telephone equipment.

Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: One year secretarial experience providing administrative support

OTHER QUALIFICATIONS: Applicants may be required to complete the institution's required skills assessment to be considered. Some positions required specific skills such as word processing, typing speed of no less than 40 wpm, spreadsheet, presentation, database, email or calendaring software and Internet proficiency.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of office practices, procedures, and equipment; of business English, spelling, grammar, and arithmetic. Skill in operating manual and automated office equipment. Ability to produce documents using automated equipment and office software; to perform arithmetic calculations; to file documents according to alphabetic and numeric sequence; to understand and follow oral and written instructions; to communicate effectively both orally and in writing; to interact with the public, employees and students in a courteous and efficient manner.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.