

JOB TITLE
SECRETARY V

DIVISION
SYSTEMWIDE OFFICES

REPORTS TO
DESIGNATED SUPERVISOR

JOB FAMILY/GRADE
IA, GRADE 8

WORK YEAR
260 DAYS

DATE
JUNE 23, 2008

SCOPE OF RESPONSIBILITIES

Assumes responsibility, working from general, overall objectives, for providing the primary confidential and nonconfidential clerical and secretarial support including transcription, typing, filing, scheduling appointments and meetings, answering phone calls, and duplicating materials; works with systemwide procedures and policies which impact more than one major organizational segment; works independently maintaining a close and highly responsive relationship with the day-to-day activities of the supervisor handling a wide variety of situations and conflicts involving clerical and administrative functions.

PERFORMANCE RESPONSIBILITIES

1. Performs confidential and non-confidential clerical and secretarial duties including filing, typing, correspondence, documents and reports reviewing outgoing materials for accuracy, internal consistency and conformance with approved procedures and proper format assuring that proper clearances have been obtained.
2. Opens, sorts, reads, catalogues and screens incoming mail, publications, regulations and directives and other written communications, taking appropriate action in routine situations and determines approach or action to take in non-routine situations; summarizes content of materials and action taken.
3. Receives, initiates, screens, and facilitates telephone communications responding to routine requests which have standard technical and nontechnical answers selecting relevant information from a variety of sources interpreting and adapting where needed.
4. Maintains supervisor's calendar, establishes appointment priorities, schedules and reschedules appointments; arranges for conferences and meetings and arranges for staff representation in absence of supervisor; anticipates, prepares and assembles materials needed for meetings and conferences and coordinates information with background information drawing attention to important points or conflicts; attends meetings, prepares minutes, notes commitments made by supervisor, and arranges for and ensures timely staff implementation of commitments.
5. Composes correspondence requiring knowledge of technical matters.
6. Anticipates, requests and assembles information needed for periodic or special reports, correspondence, documents, and inquiries.
7. Establishes and maintains office files and reports, requisitions supplies, forms, maintenance and other services as required, and operates computers, printers and other equipment as required.
8. Works closely with and gives general direction to clerical support staff shifting duties to accommodate work loads.
9. Performs other duties as assigned by the supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Three (3) years successful secretarial-related experience in an office environment with excellent knowledge of general office procedures
3. Typing skills of fifty (50) w.p.m.
4. Excellent knowledge of business English, spelling and arithmetic

DESIRABLE QUALIFICATIONS

1. Business school education
2. General overall knowledge of the school system