



DATE ISSUED: 11/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Secretary

JOB SUMMARY

Performs clerical duties in a variety of University settings. Responsibilities encompass basic bookkeeping, scheduling, processing, recording and verifying information requiring knowledge of organizational policies and procedures and a general expertise in the area of assigned work. Work is performed under general supervision within established policies and procedures and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policy & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Reports to designated supervisor

Supervises: May supervise clerical employees

PRIMARY DUTIES - *May include, but not limited to the following:*

Sorts, files, codes, stocks or classifies correspondence, data or material.

Works in areas requiring knowledge of specialized terminology.

Inputs, classifies, maintains, retrieves, or processes computerized data that is routine in nature.

Maintains and verifies complex statistical data.

Schedules appointments and assists students, faculty, staff, or the general public with department policies and procedures through telephone, written form, or in person.

Assembles and organizes materials used by the supervisor in completing work assignments.

Assists in the inventory, ordering and verifying of supplies and materials.

Handles monetary transactions of a complex and responsible nature.

Types complex forms and correspondence.

Keeps records and develops office forms and procedures.

Performs the mail run.

Receives, sorts, logs and distributes mail.

ADDITIONAL DUTIES

Greets and directs visitors, staff, faculty and students.
Reviews work of other clerical employees.
Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

Two years of progressively responsible clerical experience. Additional related education may substitute for some of the required experience on a year-for-year basis.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Working knowledge of office practices and methods.

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

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All positions at Texas Woman's University are deemed security sensitive requiring background checks.