

The University of Akron
Classification Specification

Job Title:	Department Secretary	Job Code:	41112
Job Function:	Staff	Grade:	114
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	5/14

Job Summary:

Under general supervision, provide secretarial support to one or more individuals. Receive students and visitors into the office and respond to routine recurring questions.

Essential Functions:

20%-50% Type from written copy, oral instructions and/or dictation. Proofread documents and make corrections. May type manuscripts, technical reports, memos, letters, forms, etc. Create and/or update databases and provide information on request. May be asked to compose correspondence for signing by supervisor.

10%-40% Greet students and visitors while responding to or directing questions to appropriate person/department. Answer phones, screens calls, schedule appointments or meetings and make travel arrangements.

10%-20% Handle incoming and outgoing mail. Make copies via copy machine and fax information. Order office supplies, materials, equipment and textbooks. Maintain inventory and filing systems.

15% Assist with special programs, mailings, on and off campus events and other departmental activities.

10% Handle cash deposits and perform routine bookkeeping activities.

10% Train and supervise student assistants.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 1 year experience in performing secretarial duties and general office procedures. Strong typing and computer skills including word processing, spreadsheet, and database capabilities required. Good communication skills, organizational skills, and attention to detail required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.