CLASSIFICATION SERIES:
Administrative Support

CLASSIFICATION CODE:
13224

BARGAINING UNIT:
ACE

Executive Secretary

SERIES PURPOSE:

The purpose of the Administrative Support occupation is to perform a variety of clerical, procedural, and administrative tasks as the principal clerical and administrative support position for a supervisor and/or an office staff.

Incumbents at the Secretary level provide general secretarial assistance through routine administrative tasks, and/or provide secretarial assistance requiring training in technical terminology, and/or supervise student office support staff.

Incumbents at the Administrative Assistant 1 level relieve the supervisor of routine and/or administrative duties, and/or provide general secretarial assistance through routine administrative tasks, and/or provide secretarial assistance requiring training in technical terminology, and/or supervise student office support staff. Typically reports to academic and/or non-academic departmental leader(s).

Incumbents at the Administrative Assistant 2 level autonomously perform non-routine administrative tasks, and/or relieve supervisor of routine and/or administrative duties, and/or provide general secretarial assistance through routine administrative tasks, and/or provide secretarial assistance requiring training in technical terminology, and/or supervise student office support staff. Non-routine administrative tasks include, but are not limited to, independently formulating decisions and/or judgements involving non-legal interpretation of policies and procedures as they would apply to any given situation to resolve problems, prepare correspondence and/or reports, or to carry out other assignments. Typically reports to academic and/or non-academic departmental leader(s).

Incumbents at the Executive Secretary level autonomously facilitate administration and office automation, autonomously perform non-routine administrative tasks, and/or relieve supervisor of routine and/or administrative duties, and/or provide general secretarial assistance through routine administrative tasks, and/or provide secretarial assistance requiring training in technical terminology, and/or supervise student office support staff. Non-routine administrative tasks include, but are not limited to, independently formulating decisions and/or judgements involving non-legal interpretation of policies and procedures as they would apply to any given situation to resolve problems, prepare correspondence and/or reports, or to carry out other assignments. Reports to senior leaders.
CLASS CONCEPT:

The class works under general direction with a low level of intervention on the part of the supervisor and requires expert knowledge of administrative policies and procedures, and/or clerical functions and office and/or program policies and procedures. Autonomously facilitates administration and office automation, autonomously performs non-routine administrative tasks including, but not limited to, independently formulating decisions and/or judgements involving non-legal interpretation of policies and procedures as they would apply to any given situation to resolve problems, prepare correspondence and/or reports, or to carry out other assignments; relieves supervisor of routine and/or administrative duties, and/or provides secretarial assistance through routine administrative tasks, independently providing explanation, orally and/or in writing, of services or activities of assigned area, including formulating interpretation of policies and procedures as they would apply in given situation, and/or to provide secretarial assistance in a technical environment by performing routine administrative tasks, and/or to supervise student and non-regular office support staff. Makes recommendations regarding program activities and assists in developing new procedures related to established program policy.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Represents unit or division on inter-divisional task forces or committees.

Makes independent decisions regarding scheduling, distribution of calls and/or emails. Creates and implements schedules, agendas, and/or itineraries.

Assists in operational planning.

Autonomously performs non-routine administrative tasks including, but not limited to, independently formulating decisions and/or judgements involving non-legal interpretation of policies and procedures as they would apply to any given situation to resolve problems, prepare correspondence and/or reports, or to carry out other assignments; screens problems and obtains files and records to support same for referral and resolves, including those which involve interpretation or judgment of applicable policies and procedures.

Further facilitates business functions of administrator’s office; plays a key role in office automation by performing business functions at the request of, or in the absence of, the supervisor’s direct and/or indirect behest; duties may include, but are not limited to: responds to correspondence, represents supervisor internally and/or externally at meetings or conferences; researches and prepares data for budget inclusion; assists in writing budget justification; monitors spending and maintains fiscal records; monitors budgets and independently makes transfers as needed; reviews and summarizes fiscal, operational and/or personnel reports; performs personnel functions such as screening job applicants and/or participating in interviews; communicates decisions, directives and/or assignments; participates on committees; organizes conferences.

Acts as a lead worker for lower level personnel.

Relieves superior of routine administrative duties, makes recommendations regarding program activities, researches and analyzes materials, information and programs, provides technical information.

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and advice to administrators to aid in decision making, assists in developing new procedures related to
established program policy, serves as liaison between administrator and subordinates, transmits
decisions and directives and represents administrator at meetings and conferences.

Manages business functions of administrator’s office; prepares and monitors budgets, independently
transfers funds; processes bills/invoices for payment; purchases supplies and equipment and reconciles
same within procurement systems; keeps fiscal and personnel records.

Performs public relations duties; researches and responds to inquiries and complaints; furnishes
information and explains programs to public; works on special events, assignments, and projects as
directed; prepares reports, publications, memos and presentations for dissemination outside work unit.

Provides secretarial assistance through routine administrative tasks, independently provides
explanation, orally and/or in writing of services or activities of assigned area, including formulating
interpretation of policies and procedures as they would apply in given situation. Duties include but are
not limited to: prepares drafts and signs simple correspondence; researches responses to inquiries;
compiles data; prepares reports; gathers statistics and compiles in report form; performs research and
writes reports to present straightforward information; sets up office procedures; coordinates daily work
flow of office; revises content of manuals and notebooks; requisitions equipment and supplies.

Supervises student office support staff throughout the employment cycle; coordinates work activities
and participates in training and evaluation on a daily basis.

Produces typed copy, to include formatting or assisting in formatting, from standard or confidential
written, dictated, or oral instructions; proofreads work; prepares correspondence and/or reports.

Performs other clerical duties, which may include but are not limited to the following: maintains files
and retrieves information; receives, opens, logs, and distributes incoming mail; answers phone and
screens calls; greets and directs visitors; maintains inventory of general office supplies and places orders
as necessary; prepares materials for mailing; prepares payroll, reports, and/or timesheets; makes
appointments, maintains calendar and schedules meetings; makes travel arrangements for supervisor
and department staff and reconciles same within procurement systems; takes and transcribes dictation
and/or minutes of meetings; prepares routine forms; prepares records retention and disposal
certificates for approval; arranges for records transfers.

Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: University policies and/or procedures*; public relations; budgeting procedures;
supervisory principles and/or techniques*, office management; administrative practices and procedures;
general office practices and procedures; English grammar and composition; arithmetic that includes
addition, subtraction, multiplication and division; unit-specific office practices and procedures*; records
management; business communications.

Skill in: operation of personal computer, office equipment, and software applications.
Ability to: gather, collate, and classify information according to established methods; collaborate on projects; prepare and deliver presentations; write directives, memos and other publications; define problems, collect data, establish facts, and draw valid conclusions; handle sensitive contacts with public and other work units; deal with problems involving several variables within familiar context; apply principles to solve practical, everyday problems; interpret instructions in written or oral form; write routine business letters following standard procedures*; complete routine forms or records; make appointments; arrange items in numerical or alphabetical order; assess questions and provide appropriate information or referral.

(*)Developed after employment.

MINIMUM QUALIFICATIONS:

Associate’s Degree in Business Administration, Management Science, Public Administration or a related field and one (1) year of experience in the secretarial and/or administrative professional field to include office management, public relations, budgeting, and/or supervisory principles and/or techniques; or a minimum of four (4) years of experience in the secretarial and/or administrative professional field to include office management, public relations, budgeting, and/or supervisory principles and/or techniques. Strong typing and computer skills; knowledge of Microsoft Office programs and database capabilities. Good communication skills, organizational skills, and attention to detail.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: Not applicable

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

SEDENTARY: work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, pull, or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

UNUSUAL WORKING CONDITIONS: Not applicable