General Administration Job Function

Secretary I
Grade 49

Summary
Performs standard, generally non-complex secretarial and office duties for an academic or administrative unit. Tasks typically include opening mail, filing, collation of materials, answering phones and typing. Supervisor generally determines work priorities, provides detailed instructions and reviews completed work.

Typical Duties
1. Keyboards and/or word-processes text and information such as letters, reports, memos and course materials.
2. Makes and schedules appointments.
3. Sets up and maintains file systems.
4. Answers phones, takes messages and routes calls.
5. Receives visitors and answers routine inquiries from students, staff and faculty.
6. Prepares forms for and operates office equipment.
7. May gather materials from specified sources such as libraries or reports.
8. May orient casual, temp or student workers, but has no direct responsibility for supervision.
9. Contributes to unit goals by accomplishing related duties as required.

Typical Requirements
Education: High school graduate or equivalent.

Skills and Experience: Minimum of one year of work experience preferred. Familiarity with computers required. May be tested on appropriate computer skills as required. Keyboarding speed (wpm) may be required as appropriate to job duties. Shorthand and/or Dictaphone experience may be required.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other HUCTW generic job descriptions can be found in HARVie’s Union Contracts section.