

The University of Akron
Classification Specification

Job Title:	Secretary	Job Code:	41112
Job Function:	Staff	Grade:	114
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	1/1/04;7/1/99

Job Summary:

Under general supervision, provides secretarial support to one or more individuals. Receives students and visitors into the office and responds to routine recurring questions.

Essential Functions:

20%-50% Types from written copy, oral instructions and/or dictation. Proofreads documents and makes corrections. May type manuscripts, technical reports, memos, letters, forms, etc. Creates and/or updates databases and provides information on request. May be asked to compose correspondence for signing by supervisor.

10%-40% Greets students and visitors while responding to or directing questions to appropriate person/department. Answers phones, screens calls, schedules appointments or meetings and makes travel arrangements.

10%-20% Handles incoming and outgoing mail. Makes copies via copy machine and faxes information. Orders office supplies, materials, equipment and textbooks. Maintains inventory and filing systems.

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

10% Handles cash deposits and performs routine bookkeeping activities.

10% Trains and supervises 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.