Job Title: Administrative Secretary, Senior

BCAT Code: 09TU03  Effective Date: April 1, 2007
Pay Grade: G09   FLSA Status: Non-Exempt   Revision Date: July 1, 2013

General Description
Performs advanced secretarial and clerical duties in support of an office or department.

Examples of Duties
- Composes, types, and edits letters, memos, and similar correspondence.
- Prepares and maintains correspondence and invoices.
- Assists with special projects.
- Coordinates only the clerical activities of the office or department.
- Oversees the ordering of supplies and maintenance of files.
- Coordinates the distribution of mail and correspondence.
- Coordinates the maintenance and repair of office equipment.
- Schedules meetings and travel arrangements for staff and faculty.
- Provides necessary and helpful information to the public.
- Performs other advanced clerical and secretarial duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of office policies and procedures.
- Knowledge of basic computer operations and software, such as spreadsheets and word processing.
- Effective time management and organizational skills.
- Effective oral and verbal communication skills with external and internal customers.
- Ability to multi-task, pay attention to detail, and exhibit excellent customer service.

Minimum GSU Hiring Standards
High school diploma and three years of related experience; or a combination of education and related experience. Typing speed above 40 words per minute may be required.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.