Georgia State University

Job Title: Administrative Secretary

BCAT Code: 09TX35
Pay Grade: G08
FLSA Status: Non-Exempt

Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Performs secretarial and administrative duties supporting an office or department.

Examples of Duties
- Types letters, memos and other documents and correspondence. Proofreads typed documents for accuracy and completeness.
- Answers telephones, screens and directs phone calls.
- Greets visitors, ascertains the nature of the business and directs visitors to the appropriate staff/faculty.
- Schedules meeting and travel arrangements for members of the department or office.
- Orders and maintains office supplies.
- Maintains department or office records and filing systems.
- Opens, dates stamps and distributes incoming mail.
- Prepares materials to be mailed, such as assembling packets, stuffing envelopes, etc.
- Provides the room set-up and other support for meetings; plans conferences.
- Assists department members with special projects.
- Assists the public by providing general information via telephone, mail or in person.
- Coordinates the maintenance and repair of office equipment.
- Suggests improved work methods and procedures.
- Coordinates work activities of lower level secretarial and clerical support staff.
- Conducts administrative projects relating to the functional area of the department.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of office policies and procedures.
- Knowledge of computers and various computer software packages and operations, such as Word, Excel, Access, PowerPoint, etc.
- Knowledge of campus policies and procedures.
- Knowledge of Business English, spelling and grammar.
- Effective organizational and time management skills.
- Effective oral, interpersonal, and written communication skills.
- Ability to provide proper customer service.
- Ability to prioritize work assignments.

Minimum GSU Hiring Standards
High school diploma or GED and two years secretarial or administrative 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.