Job Title: Secretary, Senior

BCAT Code: 09TU08  Effective Date: April 1, 2007
Pay Grade: G07   FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Performs advance level secretarial or clerical support to an office or department.

Examples of Duties
- Types letter, memos, and other documents and correspondence.
- Proofreads typed documents for accuracy and completeness.
- Writes, types, or enters information into the computer.
- Prepares correspondence, invoices, reports, or other documents.
- Compiles, sorts, and processes documents, such as checks or applications.
- Answers the telephones, screens calls, gives information to callers, or routes calls to the appropriate area.
- Greets visitors, ascertains the nature of business, and directs visitors to the appropriate personnel or area.
- Assists the public by providing general information via telephone, mail, or in person.
- Opens, date stamps, and distributes incoming mail.
- Assists in the maintenance of office records and central files.
- Delivers documents and packages to various campus locations.
- Provides room set-ups and other support for meetings.
- Assists department members with special projects.
- Orders and maintains office supplies.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of personnel routines and schedules.
- Knowledge of word processing, spreadsheets, graphs, tables, etc.
- Knowledge of office procedures and policies.
- Knowledge of University policies and procedures.
- Knowledge of basic office equipment.
- Strong computer and communication skills.
- Effective organization and time management skills.
- Ability to work under general supervision.
- Ability to perform mathematical calculations with accuracy.

Minimum GSU Hiring Standards
High school diploma and one year of secretarial or clerical experience; or a combination of education and related experience.

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.