



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation
NEHU

Date Issued: September 1, 1983 Department: _____

Title: Secretary I Level: VI

FUNCTION

To perform clerical duties, minor organizational and general office duties for the proper function of the office, in addition to taking and transcribing dictation.

SOURCE OF SUPERVISION

Immediate supervisor, department head or director.

DIRECTION EXERCISED

None; may direct work of assigned student help.

DUTIES AND RESPONSIBILITIES

Take and transcribe dictation; type documents; handle, distribute and dispatch mail; answer and make phone calls; make appointments for supervisor and staff.

Prepare requisitions and check invoices; maintain appropriate records and filing system; keep special records related to the operation of the department; prepare, reconcile, assemble and distribute appropriate reports, billings, records and/or vouchers as required.

Assemble and organize materials required by supervisor in completing work assignments; maintain petty cash fund and order office supplies; prepare timesheets; operate various business machines; prepare and mail checks as required; act as receptionist and assist visitors with problems related to the operation of the department; substitute for other staff and assist in other areas of the department as required.

Perform related duties as assigned.

The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

Approved: _____ Date: _____
Signature

Date Issued: September 1, 1983 Department: _____

Title: Secretary I Level: VI

JOB QUALIFICATIONS

Graduation from high school; typing proficiency - minimum of 40 words per minute; knowledge of office procedures, electronic office and business machines; ability to take dictation and operate transcriber; ability to perform basic arithmetic calculations; accurate speller; ability to utilize software programs; two years of experience in office work or two years of formal training related to position.

Department Head Signature

Date

Date Issued: February 26, 2002

Department: Engineering and Mathematics

Title: Secretary I

Level: VI

QUALIFICATIONS

Graduation from high school; four years of experience in office work or formal training related to position; typing proficiency - minimum 40 wpm; knowledge of, or ability to obtain, University and office procedures; dictation and transcription ability; knowledge of electronic office equipment and business machines; experience in general filing procedures; ability to perform basic arithmetic calculations; accurate knowledge of grammar and spelling; ability to compose correspondence; proven ability to utilize computer and associated software programs, preferably Microsoft Word, Excel, Power Point and network operations; basic knowledge of and experience in bookkeeping; experience in problem solving, decision making when working with public, students, faculty and University staff; experience acting as liaison between groups; willingness to learn and implement new office technology.

SPECIFIC ENGINEERING REQUIREMENTS

- Provide secretarial and clerical support to Dean.
- Support implementation of student-related procedures as set up by Dean and Chairs, i.e., generate reports from SIS, set flags for holds in SIS for scheduling students, coordinate mailings to students, computer input to SIS, student faculty advisor lists, etc.
- Set up and maintain college student worker budget spreadsheets.
- Provide secretarial support for the Cooperative Education Coordinator/Program which includes setting up and maintaining or amending contracts/agreements and student document files including follow-up evaluations, two-month and final; posting of positions; collection of cover letters and resumes for co-op opportunities and payroll for those paid by LSSU. Assist co-op students with transfer to industry and return to school.
- Prepare and process Lake Superior Research and Testing Lab (LSRTL) billings.
- Prepare load reports for College.

FUNCTION AND RESPONSIBILITY

Under administrative authority from and accountability to the Dean of the College of Engineering and Mathematics, provides secretarial support to the Dean and to the Engineering Coordinator of Cooperative Education.

Department Head Signature

Date