



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation
NEHU

Date Issued: September 1, 1983

Department: Academic/Administration

Title: Secretary II

Level: VII

FUNCTION

To perform clerical and general office duties, in addition to taking and transcribing dictation, and provide organizational assistance in the proper maintenance and function of a major department and implementation of departmental policies and procedures.

SOURCE OF SUPERVISION

Department Head or Director.

DIRECTION EXERCISED

Directs work of assigned student helpers and occasionally directs work of employees in lower classification levels.

DUTIES AND RESPONSIBILITIES

Take and transcribe dictation; type documents; handle, distribute and dispatch mail; answer and place phone calls and relay messages; make appointments for supervisor and other staff; maintain departmental filing system; maintain petty cash fund; order office supplies and maintain supply inventory; prepare departmental timesheets; maintain and operate office business machines.

Collect and tabulate statistical data for supervisor and department needs; maintain departmental records; prepare requisitions and check invoices; prepare, reconcile, assemble and distribute appropriate reports, billings, records and related documents as required; assemble and organize materials required by supervisor in completing work assignments; compile, prepare and distribute special reports, lists and tables for the various activities of the department; assist in preparation and production of departmental publications and promotional materials; disseminate information; order and arrange transportation, facilities, films and special equipment as needed by departmental activities.

Act as receptionist and assist students, faculty, and visitors with problems related to departmental functions; assist with and arrange special functions for the department; act as liaison for supervisor and staff with the public and coordinate activities with other departments; provide information relating to the department as required by other departments or outside agencies; assist departmental staff in completion of their duties 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: _____

Signature

Date: _____

Date Issued: September 1, 1983

Department: Academic/Administration

Title: Secretary II

Level: VII

JOB QUALIFICATIONS

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

PHYSICAL AND MENTAL DEMANDS

Must have ability to hear a normal conversational voice and phone conversation, with or without a hearing aid; ability to speak and be understood under normal circumstances; ability to read and to understand written and spoken language; ability to see with or without vision aid and to concentrate long hours on computer screen. Use of fine motor skills and dexterity to type and input computer information and for use of other office machines. Use of gross motor skills for filing, handling of paperwork and equipment. Ability to communicate with a variety of audiences; ability to understand and work with numbers and detail work.

Department Head Signature

Date

Date Issued: July 1, 1995

Department: Admissions

Title: Secretary II

Level: VII

ADMISSIONS OFFICE REQUIREMENTS

Process application address changes, status changes, major changes, etc.

Run letters and student profiles on SIS.

Create and run FOCUS reports on SIS.

Undergo periodic cross-training, including mastery of FOCUS report writer, with other members of the office support staff so critical portions of their jobs may be performed during their absences.

Make arrangements for individuals and groups wishing to tour campus. Make arrangements for guidance counselors staying on campus during the summer. Send confirmation and thank you letters to campus visitors.

Process high school visitation schedules for representatives.

Prepare the I-20 forms for entering foreign students.

Process applications for re-admission.

Mail letters to applicants.

Assist with front office visitor and telephone coverage.

Other duties as assigned.

JOB QUALIFICATIONS

High school graduation required, some coursework in office procedures preferred. Keyboarding skill and computer information system experience required. Prior office work experience required.

Department Head Signature

Date

Date Issued: June 20, 1991

Department: Continuing Education Office

Title: Secretary II

Level: VII

JOB QUALIFICATIONS

Three years of experience in a professional office setting; computer competency using word processing (preferably WordPerfect); knowledge of general office procedures including filing and record keeping; typing proficiency - minimum of 40 words per minute; ability to transcribe from a dictaphone; knowledge of electronic office equipment; ability to compose correspondence; ability to supervise student aides; ability to work well with the general public, faculty and staff; and prior experience acting as liaison between different groups.

Department Head Signature

Date

Date Issued: February 25, 2008

Department: Engineering and Mathematics

Title: Secretary II

Level: VII

JOB QUALIFICATIONS

Graduation from high school; four years of experience in office work or formal training related to support of multi-person, technically oriented environment; typing proficiency – minimum 40 wpm; knowledge of University/School and office procedures or ability to obtain quickly; 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, particularly Microsoft Word, Excel, Power Point and network operations; basic knowledge of and experience in bookkeeping; ability to train and supervise student workers; 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 SCHOOL OF ENGINEERING REQUIREMENTS

- Provide secretarial and clerical support to Engineering faculty and select student groups. Also includes Mathematics and Computer Science faculty (and students) during summer months.
- Assist the Dean with preparation of reports, budgets, and other documentation when necessary.
- Set up and maintain departmental budget data systems for purchase requisitions, local fund vouchers, and professional development funds; also set up and maintain departmental student worker budget spreadsheets.
- Process purchase requisitions and other financial documentation for purchasing or reimbursement of expenses for all engineering departments. Maintain petty cash account. Review monthly budget reports for correctness.
- Prepare all payroll authorizations for new faculty, student workers, special assignments, etc.
- Maintain and update forms files.
- Hire, train and direct student workers.
- Assist faculty/staff with copying needs.
- Compile correspondence as needed for Dean, Chairs, and faculty.
- Order deskcopy/examination texts for faculty from various publishers.
- Provide secretarial support for various summer camps.
- Assist with secretarial support for the Cooperative Education Coordinator/Program which includes setting up and maintaining or amending contracts/agreements; posting of positions; collection of cover letters and resumes; follow-up evaluations, two-month and final; payroll for those paid by LSSU. Assist co-op students with transfer to industry and return to school
- Coordinate department newsletter mailings.
- Organize and maintain inventory of supplies for office and faculty/staff.
- Maintain appointment calendar for Dean.
- Schedule CAS conference room and engineering labs.
- Work with Dean and Chairs to assign new students to academic advisors.
- Responsible for bi-weekly payroll.
- Coordinate meeting times for various groups.
- Set up prospective student visits with faculty.
- Prepare and submit billings associated with engineering related activities such as; summer camps, Lake Superior Research and Testing Lab (LSRTL), Prototype Development Center (PDC) senior projects, Laboratory for Undergraduate Research in Engineering (LURE), various grants, and others.
- Plan program pamphlet for senior projects presentations and coordinate mailing.

FUNCTION AND RESPONSIBILITY

Under administrative authority from and accountability to the Dean of the School of Engineering and Technology, provides secretarial support to the Dean and to the School of Engineering and Technology faculty.

Department Head Signature

Date

Date Issued: October 13, 1992

Department: Health Sciences

Title: Secretary II

Level: VII

JOB QUALIFICATIONS

Graduation from high school; two years of formal training related to the position and three years of experience in a professional office setting or an equivalent combination of formal education and experience. Typing proficiency - minimum of 40 words per minute; computer competency using word processing (preferably WordPerfect) and other computer software programs. Knowledge of electronic office equipment and business machines. Good interpersonal relationship skills; prior experience handling problem situations with students, staff and visitors; act as liaison for the department to the public. Ability to perform arithmetic calculations; accurate speller with good knowledge of grammar; knowledge of medical terminology; ability to compose correspondence. Prior experience in record keeping, filing systems, cash handling, and monitoring budget.

Department Head Signature

Date

Date Issued: _____ Department: Academic/Social Sciences/Criminal
Justice

Title: Secretary II Level: VII

JOB QUALIFICATIONS

Graduation from high school; two years of formal training related to the position and two years of experience in a variety of office work activities or equivalent. Typing proficiency: minimum of 40 words per minute; knowledge of office procedures; ability to take dictation and operate transcriber; knowledge of electronic office equipment and business machines; ability to perform basic arithmetic calculations; accurate speller; knowledge of grammar; proven competency in operating a computer using word processing software (WordPerfect preferred); prior experience in handling problem situations with customers or the general public; prior experience in record keeping, filing systems, documentation requirements; phone courtesy; cash handling and balancing procedures.

PHYSICAL DEMANDS

Must have ability to hear a normal conversational voice and phone conversation, with or without a hearing aid; ability to speak and be understood under normal circumstances; ability to read and to understand written and spoken language; ability to see with or without vision aid and to concentrate long hours on computer screen. Use of fine motor skills and dexterity to type and input computer informations and use other office machines. Use of gross motor skills for filing, handling of paperwork and equipment. Ability to communicate with a variety of audiences; ability to understand and work with numbers and detail work.

Department Head Signature

Date

Date Issued: November 1, 1990

Department: Academic/Social Sciences/Library

Title: Secretary II

Level: VII

JOB QUALIFICATIONS

Associate Degree in secretarial sciences or related field; computer competency using word processing (preferably WordPerfect), spreadsheets, and menu-driven programs; knowledge of general office procedures including filing and record keeping; knowledge of APA style; typing proficiency - minimum of 40 words per minute; ability to take and transcribe departmental meeting minutes; knowledge of electronic office equipment; passing of LSSU math and English competency exams; ability to supervise student aids; ability to work well with faculty and staff; and prior experience acting as liaison between different groups.

Department Head Signature

Date

Date Issued: October 8, 1998

Department: Teacher Education

Title: Secretary II

Level: VII

JOB QUALIFICATIONS

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

PHYSICAL AND MENTAL DEMANDS

Must have ability to hear a normal conversational voice and phone conversation, with or without a hearing aid; ability to speak and be understood under normal circumstances; ability to read and to understand written and spoken language; ability to see with or without vision aid and to concentrate long hours on computer screen. Use of fine motor skills and dexterity to type and input computer information and for use of other office machines. Use of gross motor skills for filing, handling of paperwork and equipment. Ability to communicate with a variety of audiences; ability to understand and work with numbers and detail work.

Department Head Signature

Date