

# LAKE SUPERIOR STATE UNIVERSITY

## Classification Specification

FLSA Designation  
NEHU

Date Issued: September 1, 1983

Department: Academic/Administration

Title: Secretary III

Level: VIII

### 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 III

Level: VIII

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.

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Department Head Signature

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Date

Date Issued: October 8, 1998

Department: Teacher Education

Title: Secretary III

Level: VIII

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.

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Department Head Signature

\_\_\_\_\_  
Date

Date Issued: November 1, 1990

Department: Academic/Social Sciences/Library

Title: Secretary III

Level: VIII

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 50 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 aides; ability to work well with faculty and staff; and prior experience acting as liaison between different groups.

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Department Head Signature

\_\_\_\_\_  
Date

Date Issued: November 1, 1990

Department: Academic/Social Sciences/CJ

Title: Secretary III

Level: VIII

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; 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 be 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 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.

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Department Head Signature

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Date

Date Issued: October 13, 1992

Department: Health Sciences

Title: Secretary III

Level: VIII

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 50 words per minute; computer competency using word processing and other computer software programs. Knowledge of electronic office equipment and business machines. Good interpersonal relationship skills; prior experience handling problem situations with student, 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