

UNIVERSITY OF SOUTHERN CALIFORNIA

Secretary I

Job Code: 111011

Grade: E
OT Eligible: Yes
Comp Approval: 10/14/2004

JOB SUMMARY:

Performs general secretarial and clerical duties for an academic or administrative unit.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

- | | | |
|-------|-------|---|
| _____ | _____ | Types and proofs a variety of correspondence, forms, documents, memoranda, and reports in an accurate and efficient fashion. Typically uses word processing equipment or a personal computer. |
| _____ | _____ | Answers telephones, routes call, takes messages and/or provides information in accordance with department or University policy. |
| _____ | _____ | Reads and routes incoming mail. |
| _____ | _____ | Operates electronic mail systems and coordinates the flow of information, both internally and externally. |
| _____ | _____ | Schedules and confirms meetings and appointments for supervisor or department staff. |
| _____ | _____ | Makes travel arrangements. |
| _____ | _____ | Establishes and maintains hard copy and/or electronic files and records. |
| _____ | _____ | Orders and maintains office supplies as necessary. |
| _____ | _____ | Performs a variety of clerical duties, e.g., photocopies, collates, distributes, mails, faxes, files, delivers and/or picks up materials from on or off-campus. |
| | | Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time. |

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY REPSONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

High School or equivalent

Minimum Experience:

6 - 12 Months

Minimum Field of Expertise:

General office

Preferred Education:

Associate's Degree
Related Undergraduate Study

Preferred Experience:

1 Year

Preferred Field of Expertise:

Secretarial

Skills: Administrative:

- Answer telephones
- Arrange travel
- Balance figures
- Communicate with others to gather information
- Compute totals
- Coordinate meetings
- Edit routine documents
- Establish filing systems
- Input data
- Maintain filing systems
- Read handwritten text
- Schedule appointments
- Use database and/or word processing software

Skills: Machine:

- Adding Machine
- Calculator
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
- Personal Computer
- Photocopier
- Typewriter
- Word Processor

Supervises: Level:

May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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