

New Mexico State University
Professional Position Description

POSITION TITLE: Administrative Secretary I

POSITION SUMMARY: Performs a variety of secretarial and administrative duties for associate dean, vice president or director. Works under immediate supervision of an administrative supervisor. Exercises supervision over classified and student employees as assigned.

KEY DUTIES AND RESPONSIBILITIES:

- Responsible for screening calls and visitors.
- Arrange calendar for the supervisors in reference to seminars, conferences, and travel arrangements.
- Coordinate logistics/arrangements for meetings, workshops, conferences, or special programs.
- Read and route incoming mail.
- Serve as a liaison between university employees, administration, community and public.
- May send and receive fax messages.
- Type reports, forms, and correspondence on word processor or typewriter.
- Copy and distribute administrator's correspondence, reports, and minutes of various meetings.
- May generate special reports.
- Maintain database.
- Verify information regarding requirements, guidelines, policies, and procedures.
- Maintain or monitor special budgets and informs supervisor of all transactions.
- Prepare and process personnel and payroll forms.
- Supervise and participate in the preparation of complex material.
- Hire and supervise classified and student staff.
- May take and transcribe dictation.
- Order supplies.
- Monitor petty cash, deposits, and withdrawals.
- Establish and accomplish office objectives.
- Provide information regarding policies and procedures.
- May receive visits or calls regarding complaints which may be resolved or referred to proper individual for solution.
- Perform related work as assigned in order to support the efficient operation of a department.

QUALIFICATIONS:

Knowledge of: University and office practices and procedures, supervision and public relations; business English, spelling, grammar, and composition; financial and other office recordkeeping; word processing software.

Skill in: Word processing equipment, software packages, facsimile machine and standard office equipment; typing skills to enable applicant to type accurately 45 words per minute; excellent editing and proofing skills; excellent public relations and telephone skills.

Ability to: Take sufficient notes at a meeting from which to prepare an accurate record of events; plan and follow through with stated objectives; operate word processing equipment and software; meet deadlines; work with constant interruptions; maintain effective working relations with faculty, students, staff and public;

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establish priorities; delegate and supervise; make routine decisions; follow written and verbal instructions; understand and interpret pertinent policies and procedures clearly and accurately; project a positive, concerned image to co-workers and public, faculty, and students; perform a variety of secretarial assignments requiring some independent judgment; maintain confidential information.

REQUIRED EDUCATION AND EXPERIENCE:

A typical way to obtain this knowledge, skill and ability would be:

- Graduation from an accredited two year secretarial program.

OR

Any equivalent combination of education and experience which provides the above knowledge, skills and abilities.