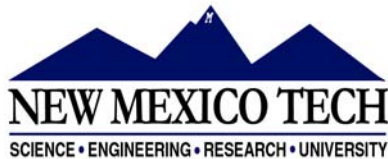


Posted: August 13, 2018



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I

DEPT: EARTH & ENVIRONMENTAL ENGINEERING

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$10.75

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

***INTERNAL POSTING THROUGH:** August 21, 2018*

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Responsible for reception area at front desk in main office suite of Earth & Environmental Science Department; a variety of administrative, bookkeeping, clerical tasks and other functions to support faculty, students and staff associated with an academic and research department.

REQUIRED QUALIFICATIONS:

Must be able to read and comprehend instruction, write information and complete simple forms. High school or GED level ability in spelling, grammar, basic composition and math required. 3 years of applicable education or experience. Secretarial skills required. Knowledge of Microsoft programs; excel, Word. Communication skills, oral and written required. Basic bookkeeping skills required.